BISHOP'S ITCHINGTON PARISH COUNCIL

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

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

In Attendance:
Jill Green - Clerk to the Council
Cllr Natalie Gist – District Councillor

Public: 1

1. **Chairman's Announcements:**
26/109
The Chairman welcomed all to the meeting and there were no further announcements.

2. **Apologies:**
26/110
None. Cllr Lamont arrived at 7:34pm.

3. **Declarations of Interest:**
26/111
None.

4. **Dispensations:**
26/112
None required.

5. **Minutes:**
26/113
To approve the following minutes:
Minutes of the ordinary Parish Council Meeting held on 7 September 2026.
It was **RESOLVED** that the minutes of the ordinary Parish Council meeting held 7 September 2026, be accepted as a true and complete record of the meeting.
Proposed Cllr Horsman, seconded Cllr Burns – All in Favour.

Signature……

6. Public Forum:

26/114

One member of the public participated in Agenda Item 9, as a representative of Severn Trent Water. No other members of the public participated.

7. Planning Matters:
26/115

7.1 To agree the response to the following planning application:

A) 26/02052/FUL

7 Hambridge Road Bishops Itchington

Proposal - Proposed single storey side extension.

Response required by 6 October 2026.

No Representations.

7.2 To note the decision regarding the following planning application:

A) 26/01455/FUL

46 Dadglow Road Bishops Itchington Southam CV47 2TG

Proposal - Single storey rear and side extension.

Granted 25 September 2026.

Noted

8. County, District & Parish Liaison:
26/116
To exchange latest information with WCC and SDC councillors.

Stratford District Council (SDC) – Cllr Gist had previously circulated their report (October 26) in advance for review. In addition to the report the following points were highlighted:

- The surgery are going ahead with electronic prescriptions from 8 Oct 2026. Another meeting with the surgery is to take place in a couple of weeks to talk about their further ambitions for the health service in the village. The need for capital investment in the village has been raised with the Integrated Care Board (ICB).
- The new sports pavilion is on the list for Stratford District Council's Community Infrastructure Levy and funding work is taking place with the Memorial Hall Committee to explore options for funding.
- A meeting is to take place with Southam SNT to discuss Community Safety concerns across the ward and Cllr Gist asked for input from Parish Councillors.
- Planning - From 31 October 2026, the rules regarding the Scheme of Delegation will be changing along with the new NPPF. Details have been provided and circulated.

Signature…….

- Officers have now produced an update to the District's housing land supply position to take account of the latest monitoring and deliverability information. The Council can now demonstrate the equivalent of 2.43 years' worth of housing land supply at the base date of 31st March 2026.
- South Warwickshire Local Plan - Regulation 19 consultation has now closed. Request made for two sites in Bishop's Itchington to be removed.
- Cabinet has agreed to make £300,000 available to help Town and Parish Councils prepare new or update existing Neighbourhood Development Plans (NDPs), giving local communities a stronger voice in shaping future development.
- Following the closure of Warwickshire Rural Community Council (WRCC) and an assessment of the impact of that closure, Stratford-on-Avon District Council is launching a grant scheme to support existing community/warm hubs, encourage the creation of new hubs and ensure that hubs are fully prepared for the coming winter. Details have been circulated.

Cllr Kettle thanked Cllr Gist and Cllr Beavan for their response to the Hambridge Road Planning Application.

Warwickshire County Council (WCC) – Cllr Kettle had previously circulated his report (October 26) in advance for review. In addition to the report the following points were highlighted:

- Local Government Reorganisation (LGR) – on 7th Sept 2026 the Government announced that the plans for LGR had been suspended and that no further work on any aspect of LGR should continue. Given the very significant costs WCC have incurred, the Leader of WCC has announced he will be requesting that those costs are refunded by Central Government.
- Full Council met on Thursday 24 September 2026 for the quarterly Council meeting and an update was provided within the report.
- The public consultation for the 2027/8 budget has commenced. Whilst the Council has statutory responsibilities, the consultation is to identify areas for discretionary spend.
- The closure of the B4451 for the new bridge to be tied into the existing carriageway commences on the 12 October 2026 for four weeks. Access will be maintained through the works for residents and Southam Rugby Club. The diversion will be via the B4452.
- Cllr Kettle has written to the Chief Executive about the importance of the County, in responding to the increasing number of large planning applications in the area, to consider the cumulative effect of all development proposals rather than considering each one in isolation. In the three villages of Bishops Itchington, Harbury and Long Itchington there are now applications, or detailed plans, for some 1,459 dwellings along with two sites in Southam itself for 1,300.
- There have been a significant number of complaints over the running of the school bus services to Southam College from both Bishops Itchington and Harbury. The service is provided by sub-contractors, and has not been acceptable, partly because of road works in Kineton. Timetables have now been revised, brought forward, and new vehicles added to ensure the service routes in the evening are improved.
- Following a meeting with the Head Teacher of Bishops Itchington Primary School, Cllr Kettle has written to the school bus service to request the number and location of school bus pick up points is reviewed to try and reduce the number of children

Signature…….

queuing outside the Church. Following an initial response this has now been raised with senior management.

There were no further questions.

9. Severn Trent Water, Community Flooding Officer – Introduction:
26/117

Rachel Woodward – Community Flooding Officer, from the Water, Quality & Environment Team at Severn Trent Water introduced herself and her team. Highlights from the discussion are as follows:

- The team are building connections with key partners across local councils and other authorities involved in flood risk management in the Warwickshire area.
- Focus is on supporting communities in understanding flood risk, promoting resilience, and encouraging collaborative approaches to flood mitigation.
- Acting as points of contact for communities, responding to questions and concerns related to flooding, and helping to ensure that local voices are represented in wider flood risk management work.
- Councillors advised that the main flood risk is from pipes bursting, including the clean water mains supply. Over the last 10 years there have been 47-48 bursts in the parish along with significant traffic management issues whilst remidial work is in progress. Following the last incident, dialogue was started with regards to a forward plan and approach for the area. The last correspondance received on this from Severn Trent Water was June/July 2026. Cllr Dugmore to provide details to Rachel Woodward to investigate why there has been no recent update or engagement.
- Councillors explained the concern surrounding the number of large planning applications that had been made in the area and the ability to connect these into services provided by Severn Trent Water for foul discharge, due to lack of capacity. Rachel Woodward explained that developers have a right to connect to the waste service however Severn Trent Water can make recommendations (although they are not a satutory consultee).
- A risk matrix, risk register and modelling are used to predict hot spots, however, in addition, community engagement is taking place to provide local feedback.
- Councillors commented that responses from Severn Trent Water on planning applications was inconsistent and that a holistic approach for the area should be taken. Cllr Gist will provide the details of the planning applications to Rachel Woodward who will report back on the approach from Severn Trent Water and the future plans that are in place.

Councillors thanked Rachel woodward for engaging with the Parish Council and for attending the meeting.

10. Speeding & Traffic:
26/118

Agree any actions to be taken following resident complaints & VAS locations.

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There is now a commitment to reinstate the Vehicle Activated Signs (VAS) on Station Road. There is an opportunity to make minor changes to the location. Councillors agreed with the suggestion that moving these further out of the village would be appropriate, as traffic calming measures within the village had been effective. Cllr Dugmore to mark the locations on a map and Cllr Kettle will send this information through.

Cllr Dugmore circulated analysis of Traffic Speed Assessment data and highlighted the following points:

Station Road (Between Bus Stops) - 19–25 June 2025.

- The report analysed hourly traffic speeds recorded on Station Road. The data demonstrates that speeds are lowest during school and commuter periods, with the 85th percentile speed falling below 28 mph throughout the busiest daytime hours. Overnight speeds increase when traffic volumes are lowest.
- AM peak traffic volume occurs at 08:00 (567 vehicles/hour). PM peak traffic volume occurs at 16:00 (583 vehicles/hour). Mean speeds during these periods are 21.3 mph and 23.8 mph respectively.
- Commentary - The most common vehicle speed falls within the 20–25 mph band for the majority of the day. The combination of low mean speeds and 85th percentile values below the posted speed limit during the busiest periods suggests traffic movement is influenced by interactions between vehicles, pedestrian activity, junction movements and school-related travel demand.
- Conclusion - The dataset indicates strong general compliance with the 30-mph speed environment during occupied daytime periods. Any future highway assessments should consider both speed and volume characteristics together, particularly during morning and afternoon peak periods.

Ladbroke Road

- Total traffic surveyed: 15,329 vehicles (8,238 eastbound + 7,091 westbound)
- Vehicles at 31 mph or above: 1,759
- Percentage at 31 mph or above: 11.5%
- Eastbound 30 mph compliance rate: 86.2%.
- Westbound 30 mph compliance rate: 91.2%.
- Most traffic in both directions travelled within the 21-30 mph range.
- Speeding was concentrated in the 31-35 mph band, with very few vehicles above 40 mph.

Cllr Kettle commented that across other local Villages, the traffic data supports Bishop's Itchington as being the most compliant.

It was noted that appropriate road signage was in place on Knightcote Road but the clerk to investigate the signage present near to Dudgehill Cottages.

11. <u>Grounds Maintenance:</u>

16/119

a. To agree hedge cutting/clearing - Land outside 25 Ladbroke Road following site visit.

Signature…….

It was **RESOLVED** to accept the quotation received from Thomas Fox Landscaping and that this area should be included in the Grounds Maintenance Contract moving forwards. Proposed Cllr N. Thomas, seconded Cllr Lamont – All in Favour.

b. To agree work required to re-instate a post on Central Drive.

It was **RESOLVED** to re-instate the timber post at the bottom of the footpath area in Central Drive and also, to reinstate the concrete bollard at the top of the footpath area in Central Drive. Proposed Cllr Kettle, seconded Cllr Dugmore – One abstention, carried.

c. Discuss resident feedback on parking in Central Drive and decide upon any action to be taken.

The clerk to provide the WCC process regarding dropped kerbs to the resident, following their request.

d. To decide upon the request for a 3rd grit bin for the Willows – Next to the Bishop's Hill Estate.

It was **RESOLVED** to place an additional grit bin in the Willows Estate. The clerk to notify WCC Highways and the Developer with the location. Proposed Cllr Kettle, seconded Cllr Tressler, All in Favour.

e. To decide upon skip provision to remove aggregate and covering from the old cricket wicket, and review volunteers that would be required to assist.

It was **RESOLVED** to provide skip provision for the removal of aggregate and covering from the old cricket wicket. However, this was on the proviso that the Cricket Team provide volunteers to carry this clearance work out. Proposed Cllr Kettle, seconded Cllr N. Thomas, All in Favour.

12. <u>Policies</u>
26/120

a. To agree actions on critical policies.

It was **RESOLVED** to take the following actions. Proposed Cllr Kettle, seconded Cllr J. Thomas, All in Favour.

Complaints Policy
The current version is dated October 2022. There is no Model document and NALC have guidance notes dated 2022. Therefore, given the guidance is still based in the same year as the policy was last signed off, Councillors re-signed the policy for a 3-year period.

Data Protection Policy
The current policy is dated 2022. WALC Model Policy accepted and this was adopted for a 3-year period.

Document Disposal & Retention Policy

Signature…….

The current policy is dated 2018. WALC Model Policy accepted and this was adopted for a 3-year period.

13. Finance:
26/121

a. To receive monthly financial reports for September 2026,

Cllr Kettle noted that these had been received.

b. To receive bank reconciliation reports for September 2026,

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

c. To approve accounts for payment on 5 October 2026,

It was **RESOLVED** to approve the accounts payable for September 2026. Proposed Cllr Burns, Seconded Cllr N. Thomas. - All in Favour.

d. To approve the regular monthly payments (September 2026) for the current financial year as per 5.6 Financial Regulations 2019 for England,

It was **RESOLVED** to approve the regular monthly payments (September 2026). Proposed Cllr Burns, Seconded Cllr N. Thomas - All in Favour

e. To agree on a mid & long-term strategy for use/investment of the Community Benefit funds received from the Feldon Vale Solar Farm.

The clerk to investigate investment options available within compliance of Local Government Regulations.

14. Portfolio Holders Update:
26/122
To receive updates from Portfolio Holders.

Cllr Dugmore – the Neighbourhood Development Plan (NDP) will be out of date regarding the Five-Year Housing Land Supply (5YHLS). There are funds of £300,000 available from SDC to help Town and Parish Councils prepare new or update existing Neighbourhood Development Plans (NDPs), giving local communities a stronger voice in shaping future development. The clerk to identify the process involved.

Cllr Burns – The hedge laid in Mandale Close has taken well due to the watering schedule across the summer. Clearing of weeds is an ongoing process until the hedge establishes.

Cllr N. Thomas – Cllr N. Thomas advised that he would be attending The Community Centre AGM. The re-laying of the path in the play area is scheduled for October 2026. Work on the water tanks in the pavilion is in progress.

Cllr Horsman – A Police & Crime Commissioner Policing Priorities survey is to be completed by Cllr Horsman and Cllr N. Thomas on behalf of the Parish Council.

Signature…….

Bishop's Itchington Primary School are expecting an OFSTED visit, possibly this school term.

Cllr Tressler – Letters of support have been requested from a variety of user groups of the Memorial Hall to support their grant applications.

Cllr Lamont – The next meeting regarding the Allotments is 4 November 2026.

15. Reports and Questions:

26/123

The clerk to re-engage with volunteers regarding opening the Chapel for Remembrance Sunday on 8 November 2026.

The public bin outside the village store has been removed – The clerk to investigate.

White road markings to outline the sharp bend at the bottom of Chapel Street need to be re-instated – the clerk to liaise with WCC Highways.

16. Exclusion of Public & Press:

26/124

Confidential matters, including those identified during the course of the meeting, to be discussed here following a resolution to exclude the public under Section 100A of the Local Government Act 1972.

It was **RESOLVED** to exclude the public under Section 100A of the Local Government Act 1972. Proposed Cllr Dugmore, seconded Cllr N. Thomas, All in Favour.

1. To consider the revised quotation for 'Erosion of Floor surface inside the cemetery gate' with stone as an alternative to timber.

It was **RESOLVED** to approve the quotation from Thomas Fox Landscaping.. Proposed Cllr Dugmore, Seconded Cllr J. Thomas - All in Favour

2. To consider quotations for Insurance and select a provider.

It was **RESOLVED** to approve the quotation from Clear Councils for a fixed rate contract of 3 Years. Proposed Cllr Dugmore, Seconded Cllr Kettle - All in Favour

17. Date of Next Meeting:

26/125

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

Signature…….

18. <u>Close of Meeting.</u>
26/126

The meeting closed at 9:32pm

Signed……Chairman Date……..

Signature…….

Appendix A

Bishop's Itchington Parish Council

Accounts Payable 5 October 2026

To Whom Payable	Ref No	Ex Vat	Vat Payable	Totals
Urgent accounts paid since last meeting requiring the formal approval of the council				
E Biddle (office rent 01/9/26)	s/order	£ 495.00	£ -	£ 495.00
Three Business	d/debit	£ 52.00	£ 10.40	£ 62.40
Onecom - Cloud connectivity services	d/debit	£ 123.11	£ 24.62	£ 147.73
Unity Bank (Service Charge 30/09/26)	d/debit	£ 11.35	£ -	£11.35
	Sub-total	**£ 681.46**	**£ 35.02**	**£ 716.48**
Accounts for payment on 5 October 2026				
Clerking - Additional Hours	260914	£ 167.02	£ -	£ 167.02
BCH - Insurance Cost Assessment - Chapel & Pavilion for Insurance	260901	£ 590.00	£ 118.00	£ 708.00
Edge IT Systems - Band increase from Band 3 to 4	260923	£ 138.00	£ 27.60	£ 165.60
EON - Pavilion Electricity	260903	£ 52.78	£ 2.64	£ 55.42
Bishop's Itchington Senior Residents Association	260905	£ 615.00	£ -	£ 615.00
Edge IT Systems - Microsoft 365 Hosted service annual fees	260906	£ 670.40	£ 134.08	£ 804.48
Thomas Fox - Grounds Maintenance	260922	£ 1,379.49	£ 275.88	£ 1,655.37
RoSPA Playsafety Annual Inspection	260920	£ 289.00	£ 57.80	£ 346.80
OCNY - Pavilion Cleaning September 2026	260921	£ 200.00	£ -	£ 200.00
Adam Smith Window Cleaning - 2 x bus shelters and office	260919	£ 30.00	£ -	£ 30.00
BI Memorial Hall - Room Hire Crafty Cuppa and Planning Meeting	260907	£ 120.00	£ -	£ 120.00
HMRC - Tax period 7	260915	£ 884.28	£ -	£ 884.28
Salary - Play ground inspection	260910	£ 70.50	£ -	£ 70.50
Expenses - print cartridge for cemetery work	260908	£ 26.99	£ -	£ 26.99
Expenses - Tiles for the chapel and paint for the bench	260916	£ 61.91		£ 61.91
Expenses - Land Registry search and print cartridges	260916	£ 68.95		£ 68.95
Salary - Cemetery	260911	£ 211.42	£ -	£ 211.42
Salary - General Maintenance - Refurbishment of Cemetary reflective area bench, grass cutting at Community Centre	260913	£ 112.00	£ -	£ 112.00
Salary - Clerking	260912	£ 1,568.45	£ -	£ 1,568.45
	Sub-total	**£ 7,256.19**	**£ 616.00**	**£ 7,872.19**
	TOTAL	**£ 7,937.65**	**£ 651.02**	**£ 8,588.67**

Invoices checked & agreed.

Signed: **J Green RFO** **Councillor** **Councillor**

Signature…….

Appendix B

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		Budget 2026/2027	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	£1,175.00	-£1,325.00
40	Sec 136 & Other Reimbursements	£0.00	£0.00	£0.00	£0.00
50	Playing Field	£600.00	£0.00	£90.09	-£509.91
60	Interest - Current	£1,250.00	£0.00	£777.13	-£472.87
61	Interest - Pavilion Fund	£1,400.00	£0.00	£460.27	-£939.73
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£1,500.00	£0.00	£0.00	-£1,500.00
90	VAT Refund	£0.00	£0.00	£8,898.80	£8,898.80
100	Pavilion Fund	£0.00	£0.00	£139,720.00	£139,720.00
Total Bishops Itchington Parish Council		£119,750.00	£0.00	£263,621.29	£143,871.29
Total Income		£119,750.00	£0.00	£263,621.29	£143,871.29
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£34,022.00	£0.00	£21,337.08	£12,684.92
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£9,980.00	£0.00	£8,649.68	£1,330.32
230	Grounds Maintenance	£35,428.00	£0.00	£28,720.79	£6,707.21
240	Cemetery & Churchyard	£8,000.00	£0.00	£2,440.22	£5,559.78
250	Playing Field	£15,915.00	£0.00	£14,323.43	£1,591.57
260	Grants	£10,000.00	£0.00	£2,815.00	£7,185.00
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£0.00	£0.00	£0.00	£0.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£6,197.00	£0.00	£2,970.00	£3,227.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£120,042.00	£0.00	£81,256.20	£38,785.80
Total Expenditure		£120,042.00	£0.00	£81,256.20	£38,785.80
Total Income		£119,750.00	£0.00	£263,621.29	£143,871.29
Total Expenditure		£120,042.00	£0.00	£81,256.20	£38,785.80
Total Net Balance		**-£292.00**		**£182,365.09**	

Signature…….