

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 7 April 2025

Present:

Cllr Kettle (Chairman) Cllr Dugmore Cllr Horsman Cllr Tagg-Wilkinson Cllr J Thomas
Cllr N Thomas (Vice Chairman) Cllr Tressler

In Attendance:

Karen Stevens - Clerk to the Council
Cllr Nigel Rock – District Councillor

Public: 0

25/62 Chairman's Announcements:

None.

25/63 Apologies:

Cllrs Howatson and Lamont. Their apologies were accepted by the parish council

25/64 Declarations of Interest:

Cllr Horsman declared an interest in item 7 iii and item 11 on the agenda.

25/65 Dispensations:

None required.

25/66 Minutes:

It was noted that there is a typographical error in item 25/60 4 where 'shamper' should read 'chamfer'. It was **RESOLVED** that, subject to the amendment of the typographical error, the minutes of the ordinary parish council meeting held 3 2025, be accepted as a true and complete record of the meeting. Proposed Cllr N Thomas, seconded Cllr J Thomas, all in favour.

25/67 Public Forum:

None

25/68 Planning Matters:

i. The following planning application decisions were noted:

a) 25/00078/LDP

3 Denny Meadow, Bishop's Itchington, CV47 2EA – installation of rooflights on front and rear elevated roof slope

Certificate of Lawful Proposed Use or Development

b) 25/00124/FUL

Land rear of 35 Gaydon Road, Knightcote Road, Bishop's Itchington – Construction of one dwelling, formation of new vehicular access and all associated works

Permission with Conditions

c) 25/00438/LDP

26 Fisher Road, Bishop's Itchington, CV47 2RE – Pitched roof side extension

Certificate of Lawful Proposed Use or Development

- ii. The withdrawal of the following planning application was noted:

25/00101/TPO

Bishops Hill Nature Reserve - Trees A to M (G1) 8no. x ash, (G2) 2no. x oak, (G3) 2no. x elm, T1 x beech) fell to ground level.

Cllr Horsman left the room to allow for the next item to be discussed.

- iii. **24/02631/ADV**

Street Record, Gaydon Road, Bishop's Itchington – Erection of an A Board advertising sign on the green at the intersection of Gaydon Road and Chapel Street

It was agreed that Cllrs Dugmore and N. Thomas will attend Stratford District Council Planning Committee on behalf of the parish council to speak in support of the application

Cllr Horsman returned to the meeting

- iv. **24/02782/VARY**

Land Between Bishops 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.

Cllr Kettle advised that he and Cllr Dugmore had been liaising by email regarding this application and he has written to the county council officers to complain that if it was unsafe for lorries to go in and out of the Blue Barn Equestrian Centre when that planning application was refused, that it is equally unsafe to go in and out of this junction now with the additional problem that there is going to be mud on the road. He has written to the senior highways planner to say he deeply concerned about this change of approach from WCC from the previous officer who made quite clear this should only be a temporary access which was supported by the planning inspector and nothing has changed since that date and therefore the new highways planner in not following the previous advice needs to explain why he not following it – no response has been received.

Cllr Dugmore said that he is getting frustrated at the persistent manner in which SDC planning officers are now seeking to debate parish councils responses – there have been two or three times where we have had a planning officer get in touch to say there has been such and such a piece of information would we like to take our response back out do we want to change our response to something that is clearly more suitable to their intents. Not sure if others are feeling the same but he is finding slightly frustrating and certainly somewhat undemocratic because there is a process in place whereby this council is consulted, this council then responds; that is our response, it is not there for subsequent debate with the planning officer. Other members of the parish council agreed.

Cllr Dugmore advised that the stage 1 road safety audit had identified problems with the vertical alignment.

The stage 2 RSA states: "The Stage 2 RSA Team are satisfied that the designer has addressed the problems raised within the Stage 1 RSA report.". The topography of the road has not changed, it does not go up or down any less than it did so for the Stage 2 RSA Team to say the designer has addressed the problems raised within the Stage 1 RSA report is nonsense as they have not materially changed the landscape, and the landscape was the problem. There have been no changes to the vertical alignment of the road, so the problem remains. Either the RSA 1 audit was wrong, or the issue has been buried. As far as he is concerned, our objection stands as there is no material change to say that that objection/issue has been resolved Cllr Tagg-Wilkinson advised that all applications submitted have ignored the fact that there are stables and therefore horses present resulting in a high risk to horse riders on this particular road.

Cllr Kettle advised Cllr Rock that the parish council have been invited by the planning officer to respond by 16 March 2025, but the letter was written on 26 March 2025 – how are we meant to respond to a letter 10 days before we receive it? We should have three weeks from the date of the letter to respond.

It was **RESOLVED** to submit the following response to SDC Planning regarding 24/02782/VARY:

Our current objection relates to the concerns raised in the RSA stage 1 that appear not to have been resolved by material changes.

PROBLEM 2

LOCATION: Northern site access.

RSA SUMMARY: Vertical carriageway alignment may potentially result in restrictions to the achievable inter-visibility splays to/from the site access increasing the risk of failure to give-way type collisions.

This identified a hazard with the northern bellmouth wherein the vertical alignment of the road constrained visibility to the extent that the auditor found it to be a sufficient hazard to record it in their report.

It was also considered to be enough of a concern that it was conditioned by SDC officers in the first place and upheld as a condition by the planning inspector when it was appealed.

The stage 2 RSA says "The Stage 2 RSA Team are satisfied that the designer has addressed the problems raised within the Stage 1 RSA report". There have been no changes to the vertical alignment of the road, so the problem remains. Proposed Cllr Tagg-Wilkinson, seconded Cllr Horsman, all in favour.

It was also **RESOLVED** that the Parish Council write to Stratford District Planning saying that the County Council response is in complete conflict to their previous response for the same exit and therefore we have spoken to our Warwickshire County Councillor requesting clarification about this

unexplained change in position. Therefore, the decision should be delayed until the County Council have explained their position. Proposed Cllr Tagg-Wilkinson, seconded Cllr Tressler, all in favour.

25/69 County and District Liaison:

Stratford District Council (SDC) – Cllr Rock had previously circulated their:

- Currently within an election period
- Anti-Social Behaviour (ASB) meeting with the Police. A protocol for reporting ASB has been drawn up and is being circulated
- South Warwickshire Local Plan – almost 8,000 consultation responses have been received. Cllr Rock is the joint Chair of the working/advisory group. There is a considerable amount of work to be undertaken, and they are working to a strict timetable. AI will be used to assimilate the responses received

Warwickshire County Council (WCC) – Cllr Kettle had previously circulated his report and included:

- The Devolution White Paper
- Flooding
- Highways:
 - i. The Old Gated Road, Chesterton
 - ii. Village Gateway Signs
 - iii. Chesterton Windmill
- HS2

Following on from last month's report, Cllr Kettle advised that the updated SEND budget overspend for 2024/25 is £48 million. The budget for 2025/26 is £86 million for "high need education" – the budget is set by the Government.

25/70 Land Behind Mandale Close:

Cllr Tagg-Wilkinson presented the proposed Mandale Close Hedgerow Replanting tender document which he has used to consult with residents whose properties back on the area. He was thanked for the work undertaken to prepare this document.

It was **RESOLVED** that the report be accepted and that it is used as the basis to tender/obtain quotes for the work. Proposed Cllr Kettle, seconded Cllr J Thomas, all in favour.

25/71 Cemetery:

A discussion was held, and it was agreed that the cemetery is in a rural setting and appreciated by many for its location. Moles live in rural areas and as such, the council will not try to remove them. Although moles can be a nuisance, they are unlikely to damage burials and are actually beneficial to the nature of the landscape mixing soil nutrition's and improving aeration.

A positive statement to be put on the cemetery noticeboard advising that the cemetery is part of the parish councils bio-diversity wildlife area and all wildlife, including moles are accepted etc.

25/72 Signage:

The current sign by the junction of Gaydon Road/Chapel Street states 'local shops and post office' but this is outdated. The clerk has made enquiries to update it by removing post office from the sign and WCC have advised that a non-refundable

charge of £500 would need to be paid before they would investigate the feasibility of changing it. Cllr Kettle agreed to take this up with WCC Minor Works officers and Jeoffery Hobday.

25/73 Annual Village Meeting:

The Annual Village meeting will be held on 28 April 2025 at 7.30pm at the community centre. The clerk has written to all the village groups asking for report by 4 April and currently she has only received 3 reports, so she wrote again reminding groups to submit their reports as a matter of urgency. She reminded portfolio holders that they need to submit their annual report before Thursday 10 April. Refreshments to be provided.

25/74 Replacement Clerk/Responsible Finance Officer:

Cllrs Howatson, Horsman and N Thomas and the clerk had attended a Teams meeting to discuss the recruitment pack, process and timetable to replace the Clerk/RFO. The advertisement is now live with a closing date of 11.50pm on 20 April 2025. Interviews will take place week commencing 28 April and Cllrs Horsman and N Thomas will form the interview panel, and the clerk will sit in on them. The clerk advised that she would be able to carry on until the 18 May (maybe the end of May dependent on her relocation date) if required.

25/75 British Telecom Payphone Removal:

Item to be deferred to the next meeting to allow for possible alternative uses for the phone box to be submitted.

25/76 Playing Fields:

- i. The clerk was asked to obtain quotes to replace the current wooded fence between the play area and Ivy Villa. The quote should be for a high secure metal fence (palisade fencing)
- ii. The parish council has been successful in obtaining a grant of £1,301.50 towards the cost of installing a notice board at the entrance to the playing field. The clerk advised that the parish council will be paying for the lettering to personalise the notice board and the installation. She will place the order for the notice board.

25/77 Finance:

- i. To receive monthly financial reports for March 2025:
This was noted (Appendix A)
- ii. To receive bank reconciliation reports for March 2025:
Cllr Kettle has checked these and they are correct.
- iii. To approve accounts for payment 7 April 2025:
It was **RESOLVED** to approve the accounts payable for 7 April 2025, Proposed Cllr Tagg-Wilkinson, seconded Cllr Tressler, all in favour it was agreed that Cllrs Dugmore and N Thomas would authorise the payments.

25/78 Portfolio Holders Update:

- Play Area/Hard Courts/Playing Field: Cllr N Thomas advised that the fence has already been discussed. CCTV needs to be progressed, and he is still keen to get a youth shelter installed (approximate cost £15,000). It was agreed to put an item on the next agenda regarding the installation of a youth shelter,

- Memorial Hall: Cllr Tressler advised that the memorial Hall has made an application for charitable status. There will be four trustees including Cllr Tressler. Hopefully over the next 3 to 4 months there will be a programme put together and how to fund it will be investigated,
- Police Liaison: Cllrs N Thomas, Gist Rock and herself met with the police on 1 April. It became apparent that we had been giving out the wrong advice on reporting crime so a policy for reporting incidents has now been produced for businesses/residents. The police still do not believe there is a level of reporting that requires anything massively different in terms of responses. They are aware of the thefts of vehicles and do have some intelligence on this but are unable to share the information. Emphasised to get the message out that Facebook is not a reliable source and the best way to create a pattern of offending is by consistently reporting the crimes to police and naming the perpetrators (if known). With the local ASB, the police are aware of the group but need people to report each issue as the more reports they have, the greater their powers to intervene.
The Southam SNT Engagement Van should be visiting the village on Thursday 17 April between 13:00hrs and 15:00hrs and it is likely to be in the Butchers Arms car park,

25/79 Reports and Questions:

- Cllr Kettle raised the possibility of investigating the provision of village CCTV via SDC – to be put on the agenda for the May meeting,
- Community Centre Car park: concern was raised regarding unauthorised people using the community centre car park overnight and during the day.

As this is the Clerks last formal meeting, Councillor Kettle said “Karen has been here since June 2020 and we would like to thank her for her significant contribution to the parish over the past 5 years. Starting off in the middle of covid was not easy, and since then we have had one or two ups and downs, but he is sure he speaks for everybody, Karen thank you for what you have done. We will see you again at the Annual Village meeting but as this is in theory the last parish council meeting when you will formally be here I would like to record a vote of thanks on behalf of everybody and I am sure everybody round the table and absent friends, David and Alistair, would join in if they were here so thank you very much.
Cllr Dugmore added that Judith would as well as she was fundamental as part of the team for bring Karen on board.

25/80 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. Artificial Cricket Wicket Quotes:

It was **RESOLVED** to request the Cricket Club/BISA, on the basis of the preferred quote, to go forward and seek grant funding for the installation of an artificial cricket wicket. Proposed Cllr Tagg-Wilkinson, seconded by Cllr Dugmore, all in favour

2. Disposal of old Laptops:

Deferred until the next meeting.

3. Quotes for Painting the Chapel (exterior and interior):

Deferred until the next meeting

4. Quote for repair to raised manhole covers – Mandale Close path:

It was **RESOLVED** to accept the quote from Thomas Fox to cut away around the manholes, lay and build up tarmac at a cost of £338.00 plus VAT. Proposed Cllr Kettle, seconded Cllr N Thomas, 7 in favour, one abstention

25/81 Date of Next Meeting

The annual parish council meeting will be held on Monday 12 May 2025 at 7.30pm at the Community Centre and following its conclusion, will be immediately followed by the next ordinary meeting of the parish council.

Meeting closed at 21.40

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		Budget 2024/2025	Reserve Movements	Actual Net	Balance
INCOME					
Bishops Itchington Parish Council					
10	Precept	£110,000.00	£0.00	£110,000.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,500.00	£0.00	£2,390.00	-£110.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£642.18	-£657.82
50	Playing Field	£500.00	£0.00	£778.44	£278.44
60	Interest - Current	£12,500.00	£0.00	£1,608.77	-£10,891.23
61	Interest - Pavilion Fund	£0.00	£0.00	£4,216.05	£4,216.05
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£2,172.77	£2,172.77
90	VAT Refund	£0.00	£0.00	£11,331.25	£11,331.25
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£126,800.00	£0.00	£133,139.46	£6,339.46
Total Income		£126,800.00	£0.00	£133,139.46	£6,339.46
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£39,943.00	£0.00	£35,287.88	£4,655.12
210	Councillor Allowances	£500.00	£0.00	£500.00	£0.00
220	Administration	£12,565.00	£0.00	£11,485.29	£1,079.71
230	Grounds Maintenance	£28,202.00	£0.00	£36,814.69	-£8,612.69
240	Cemetery & Churchyard	£6,445.00	£0.00	£9,298.94	-£2,853.94
250	Playing Field	£16,886.00	£0.00	£2,000.85	£14,885.15
260	Grants	£10,000.00	£0.00	£5,707.60	£4,292.40
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£500.00	£0.00	£0.00	£500.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£5,720.00	£0.00	£5,330.00	£390.00
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£120,761.00	£0.00	£106,425.25	£14,335.75
Total Expenditure		£120,761.00	£0.00	£106,425.25	£14,335.75
Total Income		£126,800.00	£0.00	£133,139.46	£6,339.46
Total Expenditure		£120,761.00	£0.00	£106,425.25	£14,335.75
Total Net Balance		£6,039.00		£26,714.21	

Appendix B

Bishop's Itchington Parish Council					
<u>Accounts Payable 7 April 2025</u>					
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 01/04/25)	s/order	£ 495.00	£ -	£	495.00
Three Business (mobile sim 25/03/25)	d/debit	£ 4.17	£ 0.83	£	5.00
E.ON Next (pavilion electricity 18/03/25)	d/debit	£ 134.95	£ 6.75	£	141.70
OneCom Ltd (Telephone/Broadband 31/03/25)	d/debit	£ 90.82	£ 18.16		108.98
Unity Bank (Service Charge 31/03/25)	250316	£ 8.85			8.85
Unity Bank (Manual handling Charge 31/03/25)	250324	£ 0.60			0.60
E. Biddle (difference in rent increase)	250315i	£ 50.00			50.00
Light Media Communications Ltd (website update)	250320	£ 75.00	£ 15.00		90.00
Arbscape Tree Surgeons Ltd (tree works Ladbroke Road)	250321	£ 2,400.00	£ 480.00		2880.00
PWC (invoice no. 229)		£ 45.00			45.00
Stephen Hill Monumental Mason (works to churchyard headstones)	250322	£ 450.00	£ 90.00		540.00
	Sub-total	£ 3,751.39	£ 610.74	£	4,365.13
<i>Accounts for payment on 7 April 2025</i>					
Salaries (March)	250401	£ 1,884.18		£	1,884.18
HMRC (PAYE March)	250402	£ 536.48		£	536.48
WCC Pension Fund (March)	250403	£ 549.83		£	549.83
Emily Biddle (difference between rent due and rent paid March)	250315i	£ 5.00		£	5.00
Light Media Communications Ltd (Website Hosting 04/03/25 to 03/06/25)	250404	£ 90.00	£ 18.00	£	108.00
M Waterman (expenses plants for planters within the village)	250405	£ 23.98		£	23.98
Thomas Fox Landscaping (Mowing)	250406	£ 1,018.51	£ 203.70	£	1,222.21
Stratford District Council (Rates for cemetery)	250407	£ 1,022.95		£	1,022.95
WALC (Subscription for WALC/NALC for 2025/2026)	250408	£ 805.00	£ 119.00	£	924.00
	Sub-total	£ 5,935.93	£ 340.70	£	6,276.63
	TOTAL	£ 9,687.32	£ 951.44	£	10,641.76