

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 8 February 2021 at 7.30pm Remote Meeting

### Present

Cllr Dugmore (Chairman)	Cllr Bougoussa	Cllr Christian-Carter	Cllr Gates
Cllr Kettle	Cllr D Mann	Cllr M Mann	Cllr Thomas
Cllr Tressler			

### Absent

1 Vacant seat

### In Attendance

Karen Stevens - Clerk to the Council  
Cllr A Crump – WCC  
Andrew Maliphant

### Public

2

It was **RESOLVED** that item 10.1.4 be moved from the public section of the agenda into the confidential section (item 12 on the agenda) as the discussion will include commercially sensitive information. (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

### 21/15 Apologies

None

### 21/16 Declarations of Interest

None.

### 21/17 Dispensations

None.

### 21/18 Minutes

It was **RESOLVED**, that with the inclusion of the correction to the date referenced in the minutes to the minutes of the meeting held on 7 December 2020, to approve the minutes of the ordinary parish council meeting held on 11 January 2021 as a true and complete record of that meeting. (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

### 21/19 Public Forum

Beccy McDaid referred to the letter she had sent to the Parish Council and had copied Jeremy Wright MP, SDC and David Wilson Homes into. She has had responses from SDC and Jeremy Wright MP – Jeremy Wright has said it is a council issue but is happy to help where possible and SDC explained the situation regarding the Clinical Commissioning Group and a lapse in time. She

now understands all of this, but what she is trying to 'get at' with her letter is have we really got a situation now, that following the building of the Bishop's Hill estate of 195 homes by David Wilson Homes, the village will not gain any Section 106 monies at all. She asked whether, at any point, had the Parish Council tried or thought to contact David Wilson Homes to re-negotiate a new deal for that money. She could not believe that the village would not gain any benefit from the development and therefore would like to know the views of the Parish Council when this item is reached on the agenda.

## **21/20 Planning Matters**

- i. 20/03547/FUL  
2 storey rear extension and new window to the side (east) elevation, 7 Hambridge Road:  
The only comment is the size in relation to the remaining garden.  
It was **RESOLVED** to respond, 'no representation' (proposed Cllr Christian-Carter, seconded Cllr Dugmore, all in favour apart from one abstention from Cllr Kettle).
- ii. 21/00138/TPO  
Proposed tree works within the Bishop's Hill Nature Reserve:  
It was **RESOLVED** to respond, 'no representation' (proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour apart from one abstention from Cllr Kettle).
- iii. Call for land for new Gypsy and Traveller and Travelling Showpeople sites  
No suitable sites have been identified.

## **21/21 County, District & Parish Liaison**

**WCC** Cllr Crump advised that:

- Weekly report circulated for information.
- Budget Report – Council Tax will rise by 3% (2% inflation and a 1% levy for Children's and Adult Social Care).
- Various flooding issues and he is working with both the flooding team and highways to resolve these issues.
- Challenging conversations are being held with HS2 as they need to be held to account for the unacceptable road closures for repairs that had not been correctly undertaken in the first place.
- Parking is causing issues in various locations.
- Speeding issues in various locations including Deppers Bridge. No traffic surveys are being undertaken presently.
- Email him with any issues. Some residents are now contacting him directly.

**SDC** Cllr Kettle advised that:

- The culvert between the entrance to the David Wilson Homes site and the sharp corner just before you get to Deppers Bridge, there is a 6" or 8" pipe but it appears to be full of rubble. The sub sub-contractor is denying responsibility. SDC is therefore going to advise that if the sub sub-contractor does not resolve the problem, SDC will carry out the works and send the bill to them.
- During the recent issues with the roads/roadworks by HS2, staff/security staff were not helpful and were quite rude. A fault in the cable has been identified therefore further works will be required. The tunnel boring machine convoys have therefore been delayed for three months until the problem with the cable is resolved.
- SDC – Cabinet is looking at joint working with WDC. Three joint heads of service have been appointed including a joint head of Finance. There is likely to be some redundancies, but it is hoped that these will be dealt with via retirements.

- Police and Crime Panel are requiring a £15.00 increase (based on a Band D house) for the forthcoming financial year. There are issues of overspending in the region of £9 million which raises considerable concerns as to whether Warwickshire Police can continue as a stand-alone police force.
- SDC made the decision in 2020 to charge for the collection of green waste but it was deferred due to the Covid pandemic. It will now introduce the charge from 1 April. The cost will be £40.00 per annum but if people subscribe before 28 February, they will receive a £5.00 reduction.
- Feldon Vale Solar Farm have now submitted additional documents to support their application (environmental update and an ecological update).
- Covid19 – concern had been expressed that this area was the last in Warwickshire to have a vaccination centre set up. This has now been set up and is working well.

## 21/22 Finance

### 1 **Monthly Financial Report**

The budget report for the month ending January 2021 as per Appendix A had been circulated prior to the meeting. There were no questions.

### 2 **Bank Reconciliation Report**

The bank reconciliation report for January 2021 had been completed by the Clerk. Cllr Kettle has checked it and is happy with it.

### 3 **Accounts for Payment**

Cllr D Mann and Cllr Gates volunteered to check the invoices and authorise the bank payments.

It was **RESOLVED** to approve the schedule of accounts for payment as per appendix B (Proposed Cllr D Mann, seconded Cllr Gates).

### 4. **Annual Reviews**

#### i. Financial Regulations:

The document was reviewed by the council and it was **RESOLVED** to adopt these without modifications for a further 12 months (Proposed Cllr Dugmore, seconded Cllr Tressler, all in favour).

#### ii. Standing Orders:

The document was reviewed by the council and it was **RESOLVED** to adopt these without modifications for a further 12 months (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

#### iii. Risk Management:

The document was reviewed by the council and it was **RESOLVED** to adopt these without modifications for a further 12 months (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

#### iv. Assets Register:

This has been updated but it was pointed out that the cost of rebuilding the chapel (£54,000) seems low. It was agreed to defer the approval of the document until this value can be checked using external advice.

#### v. Remote Meeting Protocol:

It was **RESOLVED** to approve the revised Remote Meeting Protocol as per the document circulated prior to the meeting (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

## **21/23 Census 2021**

The Census will be held on 21 March 2021 and Parish/Town Councils have been asked to help to promote this.

## **21/24 Environment & Properties**

### **1. Pavilion Project**

- i. The update had been circulated prior to the meetings and there were no questions. Cllr Mann advised that there is potential to extend the pavilion in the future if additional space is required i.e., when the community centre lease ends and the building reverts to Follett's who will probably want to develop the site. The proposed pavilion community room will be 58m<sup>2</sup> and therefore will be able to accommodate exercise classes like yoga. The amended plans allow for the dry/wet side of the building to be totally separate (as per Sport's England's requirements). The building will have solar panels – WCC have opened their Climate Change Fund and it is likely that we can apply for funding up to £25,000.
- ii. Draft Plans:  
The only omission from the plans is the location of CCTV cameras on the building. Cllr Christian-Carter has been in contact with Seecam Limited and they have indicated the best locations for the cameras (detailed plan shared via Zoom platform).  
It was **RESOLVED** to approve the revised plan/design of the Pavilion (Proposed by Cllr Christian-Carter, seconded by Cllr D Mann, all in favour).  
A Maliphant will contact AT Architects to advise on the camera locations. Cllr Kettle advised that SDC is installing a state-of-the-art CCTV monitoring control room and it may be possible to link up with this to monitor the cameras.
- iii. Approval of revised Planning Application  
It was **RESOLVED** to agree to the submission of the Planning Application to SDC (Proposed Cllr M Mann, seconded A Dugmore, all in favour).

### **2. Children's Playground**

It is hoped to install the new mini-twist net on Thursday 11 February (weather permitting). The working group met last week and is focusing on two areas:

- i. Replacement for the tractor – replace with a similar piece of equipment aimed at younger children. Likely cost – up to £10,000
- ii. Equipment aimed at older children. Likely cost up to £20,000. The intention is to have a workshop to look at possible equipment, produce a shortlist and then have a village poll to decide the final piece of equipment. Matched funding is being explored therefore it is expected that the final contribution required from the Parish Council will be in the region of £15,000.

### **3. BINDP**

Cllr Thomas advised that the public consultation period started on 1 February. All the documents are on the website. One request had been received for a hard copy of the plan. The next stage is to have a virtual public meeting in mid-March using the Zoom platform.

### **4. Cemetery and Churchyard**

- i. There are no problems currently although with the recent weather, it is very muddy at the entrance and some areas are getting boggy. There still remains the question of whether to use the reflection area for cremation plots and as such a site visit by the Working Party will be undertaken in April/May to discuss this. There are a few problems with Thomas Fox Landscape not undertaking all the requirements of the contract therefore a meeting with them is to be arranged. Cars are parking in the layby at unusual times and men have been seen exiting the spinney – this will be monitored, and details passed onto the police. As the chapel windows require replacing funding sources are being looked at to replace the windows with windows that replicate the original ones.
- ii. Cemetery Fees for 2021/22  
It was **RESOLVED** that no increase in the fees would be implemented during the financial year 2021/2022 (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).
- iii. Terms and Conditions of Payment for interments from 1 April 2021:  
It was **RESOLVED** that, due to several issues with payments from larger firms of Funeral Directors, to change the terms and conditions of payment so that all payments are to be made by BACS before interment.

**5. Section 106 monies from Bishop’s Hill development for a new medical practice**

The use of Section 106 monies from the Bishop’s Hill development to build a new Doctors Surgery had a 5-year window and this expired in 2019. Therefore, any obligation on David Wilson Homes has now evaporated. This has resulted in over 195 properties being built within the parish but with the village receiving no benefit at all. The parish council absolutely engages with the points made in Beccy McDaid’s letter and agreed that David Wilson Homes should be contacted to see if a gratuitous contribution can be made.

It was **RESOLVED** that the parish council will contact David Wilson Homes to seek a financial good will gesture for the benefit of the village (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

Beccy McDaid was thanked for bringing this matter to the attention of the parish council.

**6. Plough Lane ‘run off’ of water following the completion of the Persimmon Development.**

Cllr Dugmore has been contacted by a resident and although he realises it is not something the parish council can resolve he requested a history of the problem.

He was advised that the property in question flooded in 1998. There was an open ditch, but this was piped, and the pipe blocked resulting in the flooding. The 6” drain/ pipe still works but does get blocked by rubbish. The top end of the culvert has been cleaned but the owner built a dam so that the water is moved onto Plough Lane – the dam was removed but the owner rebuilt it.

There are French drains all down the left-hand side of Plough Lane. When the road was widened in the 1960’s a number of natural springs were discovered and these run into the French drains. These come down the road and then enter an underground pipe, but debris does block this pipe from time to time. Following the building of the Persimmon development, the pipes cannot cope with the volume of water particularly when the ditch become blocked with rubbish - Highways or the County Council need to work out how to stop so much water flowing into the pipe/ditch. It was suggested that Cllrs Kettle and M Mann will draft an email to Patch Byrne at WDC.

**21/25 Reports and Questions**

1. Litter – Councillor D Mann advised that the centre of the village is fine, but the outer areas are looking bad particularly Knightcote Road. Councillor Christian-Carter advised that Linda Hassall had offered to undertake some litter picking around the village and as such, had been provided with equipment to do this (litter pickers, gloves, high visibility vest, and black bags). It was requested by Cllr D Mann that a thank you post be put on Facebook and that if anyone else is interested in litter picking the parish council can help with equipment.
2. Post Box Replacement – the Clerk advised that she had been unable to contact Royal Mail. Cllr Dugmore offered to contact Sue Wilson to find out who she had spoken to.
3. Dadglow Road. Cllr Mann advised that a resident had contacted him about a person operating a business selling used cars off their driveway (trading as Montgomery Motors). Planning permission is required to operate a business from a private dwelling therefore, planning enforcement should be contacted outlining where, when and what is happening. Cllr Kettle agreed to pass the contact details regarding planning enforcement on to Cllr Mann.
4. Parking – Lakin Drive/Starbold Road. A van is parking badly and is drawing mud across the pavement/road. This has caused someone to slip. It was agreed to monitor the situation.

**21/26 Exclusion of Public & Press**

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 in order to discuss the following confidential matters:

**Pavilion Project – Fundraiser Vacancy**

Following discussion it was resolved to:

- i. Agree to fund a fundraiser for the project.
- ii. Funding to be met from reserves – resolution to Council to be made at the next parish council meeting
- iii. Funding vacancy to be advertised

(Proposed Cllr Dugmore, seconded Cllr Tressler, all in favour)

**21/27 Date of Next Meeting**

The next ordinary meeting of the parish council is scheduled to take place on Monday, 8 March 2021 at 7.30pm. The venue is to be confirmed.

**Meeting closed at 21:57.**

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

**APPENDIX A**

# Financial Budget Comparison

Comparison between 01/04/20 and 04/02/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	Budget 2020/2021	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Bishops Itchington Parish Council</b>					
10	Precept	£89,000.00	£0.00	£89,000.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,000.00	£0.00	£3,915.00	£1,915.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£400.00	£0.00	£267.57	-£132.43
60	Interest	£450.00	£0.00	£347.08	-£102.92
70	Grants	£0.00	£0.00	£9,100.00	£9,100.00
80	Misc	£250.00	£0.00	£77.80	-£172.20
90	VAT Refund	£0.00	£0.00	£2,874.86	£2,874.86
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
<b>Total Bishops Itchington Parish Council</b>		<b>£93,400.00</b>	<b>£0.00</b>	<b>£105,582.31</b>	<b>£12,182.31</b>
<b>Total Income</b>		<b>£93,400.00</b>	<b>£0.00</b>	<b>£105,582.31</b>	<b>£12,182.31</b>
<b>EXPENDITURE</b>					
<b>Bishops Itchington Parish Council</b>					
200	Salaries & Expenses	£30,380.00	£0.00	£31,407.33	-£1,027.33
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£6,767.00	£0.00	£7,596.13	-£829.13
230	Grounds Maintenance	£23,232.00	£0.00	£19,666.04	£3,565.96
240	Cemetery & Churchyard	£4,743.00	£0.00	£6,400.97	-£1,657.97
250	Playing Field	£10,763.00	£0.00	£10,803.50	-£40.50
260	Grants	£7,500.00	£0.00	£8,158.00	-£658.00
270	Neighbourhood Plan	£2,500.00	£0.00	£4,440.00	-£1,940.00
280	Other Expenditure	£1,000.00	£0.00	£0.00	£1,000.00
290	VAT	£0.00	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00	£0.00
310	Parish Office	£5,190.00	£0.00	£4,116.70	£1,073.30
320	Pavilion Project	£5,000.00	£0.00	£12,378.96	-£7,378.96
<b>Total Bishops Itchington Parish Council</b>		<b>£97,575.00</b>	<b>£0.00</b>	<b>£104,967.63</b>	<b>-£7,392.63</b>
<b>Total Expenditure</b>		<b>£97,575.00</b>	<b>£0.00</b>	<b>£104,967.63</b>	<b>-£7,392.63</b>
Total Income		£93,400.00	£0.00	£105,582.31	£12,182.31
Total Expenditure		£97,575.00	£0.00	£104,967.63	-£7,392.63
<b>Total Net Balance</b>		<b>-£4,175.00</b>		<b>£614.68</b>	

**APPENDIX B**

<b><u>Bishop's Itchington Parish Council</u></b>						
<b><u>Accounts Payable 8 February 2021</u></b>						
<b><u>To Whom Payable</u></b>	<b><u>Ref No</u></b>	<b><u>Ex Vat</u></b>	<b><u>Vat Payable</u></b>	<b><u>Totals</u></b>		
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>						
E Biddle (office rent 01/02/21)	s/order	£ 411.67	£ -	£ 411.67		
Onecom (phone & b/band 29/01/20)	d/debit	£ 60.99	£ 12.20	£ 73.19		
E.On (Pavilion electricity 02/02/21)	d/debit	£ 155.24	£ 31.05	£ 186.29		
	<b>Sub-total</b>	<b>£ 627.90</b>	<b>£ 43.25</b>	<b>£ 671.15</b>		
<i>Accounts for payment on 8 February 2021</i>						
J Kirton (Salary)	210201	£ 46.16	£ -	£ 46.16		
V Powell (Salary)	210202	£ 73.99	£ -	£ 73.99		
K Stevens (Salary)	210203	£ 1,408.56	£ -	£ 1,408.56		
HRMC (PAYE)	210204	£ 246.21	£ -	£ 246.21		
WWC Pension Fund (January)	210205	£ 429.86	£ -	£ 429.86		
Lee Rynolds (removal of kissing gate)	210206	£ 150.00		£ 150.00		
PWC (bus shelter cleaning)	210207	£ 45.00		£ 45.00		
Thomas Fox LTD (Mowing/Leaf collection)	210208	£ 212.73	£ 42.55	£ 255.28		
Three Business (Mobile Sim)	210209	£ 4.17	£ 0.83	£ 5.00		
SLCC (Consultancy Charges)	210210	£ 2,720.00	£ 544.00	£ 3,264.00		
WALC (Cemetery Management & Compliance)	210211	£ 30.00	£ 6.00	£ 36.00		
WALC (Responding to Planning Applications)	210212	£ 50.00	£ 10.00	£ 60.00		
WALC (Understanding the Planning System)	210213	£ 25.00	£ 5.00	£ 30.00		
	<b>Sub-total</b>	<b>£ 5,441.68</b>	<b>£ 608.38</b>	<b>£ 6,050.06</b>		
	<b>TOTAL</b>	<b>£ 6,069.58</b>	<b>£ 651.63</b>	<b>£ 6,721.21</b>		
<b>Invoices checked &amp; agreed.</b>						
<b>Signed:</b>	<b>K Stevens RFO</b>		<b>Councillor</b>		<b>Councillor</b>	