

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting

8 June 2020 at 7.30pm

Remote Meeting

Present

Cllr Dugmore (Chairman)

Cllr Christian-Carter

Cllr Thomas

Cllr Tressler

Cllr Bougoussa

Cllr Gates

Cllr M Mann

Cllr D Mann

Absent

Cllr Kettle

In Attendance

Mrs Alison Biddle, Clerk to the Council

County Cllr Stevens

Public

None

20/68 Apologies

Cllr Kettle had sent a message to say that he will be late.

20/69 Declarations of Interest

None

20/70 Dispensations

None

20/71 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 11 May 2020 as a true and complete record of that meeting

20/72 Public Forum

There were no members of the public present.

20/73 Planning Matters

1 **Knightscote Solar Farm**

The developer, Low Carbon, has requested a pre-planning meeting with the parish council. It was agreed to arrange an informal late afternoon, remote meeting with members of the planning group which would be open to any other parish councillors who also wanted to attend. This meeting will be held in accordance with the parish council's protocol for meetings with developers and the notes of the meeting will be made publicly available as soon as possible following the meeting. The clerk will make the arrangements.

20/74 County, District & Parish Liaison

WCC

- Covid 19 is still dominating council business.
- Warwickshire is following the national trend in terms of infection rates etc.

- It looks like home working will become the norm for many of WCC's officers.
- There was an HS2 liaison meeting in Southam last week. There are lots of conflicting road closures coming up as they begin laying the cable and installing the tunnel boring machine. Substantial Roman archaeology is being discovered between Southam and Wormleighton.
- WCC's road maintenance programme is now catching up.
- Next year's highways grants will be more efficient.
- There is still £4k available in Cllr Stevens' community grants fund.
- The schools are beginning to return very slowly. Stringent risk assessments are in place.
- There has been a slight increase in reports of child abuse during the lockdown.
- Many council meetings are now taking place by remote means.

SDC

As the district councillor was not present, there was no report.

20/75 Finance

1 **Monthly Financial Report**

The budget report for the month ended 31 May 2020 as per appendix B had been circulated prior to the meeting. There were no questions.

2 **Bank Reconciliation Report**

The bank reconciliation report for May 2020 had been circulated. It was noted it had been completed by the clerk and checked by Cllr Kettle and everything was in order.

3 **Transfer of Belectric Funds**

Cllr Michael Mann declared a pecuniary interest in this item as the contractor for carrying out some of the works for the allotments refurbishment.

It was noted that the formal request for the transfer of funds has not yet been received from the trustees of the village charities. This item was therefore deferred.

4 **Accounts Payable**

Cllrs Thomas and Dugmore volunteered to check the invoices and authorise the bank payments. It was **RESOLVED** to approve the schedule of accounts for payment as per appendix A.

5 **Bank Mandate**

It was **RESOLVED** to add Cllr Gates and Cllr Dawn Mann as signatories to the bank account.

20/76 Environment & Properties

1 **Pavilion Project**

a) Consultant's Contract

It was **RESOLVED** to approve the revised schedule of tasks and associated fees as per the quotation of May 2020 which had been previously circulated.

b) Architect's Brief

It was **RESOLVED** to approve the draft brief as circulated. It was also **RESOLVED** in principle that the parish council would cover the architect's fees subject to an acceptable quotation being obtained.

c) Dedicated Email Address

It was **RESOLVED** to approve the cost of setting up a dedicated gov.uk address for the pavilion.

d) Update from working party

A written report of the latest meeting had already been circulated. There were no questions.

2 Car Park

A member of the public had enquired whether it might be possible to use the playing field car park during the daytime to reduce some of the on road parking which is very congested in Chapel Street. Concerns were raised by members about the safety of children visiting the play area if the car park was in general use during the day. There were also concerns about the security of the site, with its open access to the playing field, and the need for someone to open and close the gate. It was **RESOLVED** that the car park should remain closed for use by the public. It was pointed out that this policy may need to be reviewed when the car park is eventually enlarged as part of the new pavilion project.

3 Cemetery Water Supply

A group of councillors have recently re-filled the water butt and partially filled the large tank and plan to do this again in a few weeks. However, it is likely the water supply will continue to be a problem in future as the climate changes and there is less rainfall. It will be necessary to have an agreed procedure in place for dealing with this problem. Cllr Thomas volunteered to monitor the water levels over the next few months. It was agreed that the cemetery group should meet with the properties & environment group to investigate the options available, e.g. a bore hole.

4 Old Hedgerow, Mandale Close

A neighbour had complained about bindweed which has now been cut back. It was agreed to arrange a meeting with the grounds maintenance contractor as soon as possible, now that lockdown restrictions are easing, to discuss a new landscape management plan for this site.

20/77 Reports and Questions

Cllr Tressler was not satisfied with WCC's response to the PC's recent letter about problems with Ladbroke Road. He foresees serious problems as a result of the upcoming HS2 road closures and the consequent increase in traffic. The chairman advised that if there is an identifiable action which the PC could take, this matter could be included on the next agenda for consideration.

20/78 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:

1 Neighbourhood Development Plan

The NDP group had considered all 3 quotes. One of them had been discounted as it would not deliver what is required. The other 2 quotes had been circulated to members prior to the meeting and the merits of each were discussed. It was **RESOLVED** to appoint Kirkwells as the planning consultant for preparing Bishop's Itchington NDP.

2 Recruitment

This process is well underway. Interviews will be held on 17 June 2020. It was agreed to hold an extraordinary PC meeting on Monday, 22 June 2020 at 7.30pm by remote means to confirm the appointment as recommended by the HR group.

20/79 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday, 13 July 2020 at 7.30pm. This meeting may be held remotely but this will be agreed nearer the time. Members of the public wishing to attend a remote meeting should contact the clerk by 5.00pm on the day of the meeting to obtain the joining instructions.

Meeting closed at 9.12pm.

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

APPENDIX A

Bishop's Itchington Parish Council		APPENDIX A			
Accounts Payable 8 June 2020					
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 01/06/20)	s/order	£ 411.67	£ -	£ 411.67	
Onecom (phone & b/band 15/05/20)	d/debit	£ 63.15	£ 12.63	£ 75.78	
E.ON (pavilion electric (13/05/20)	d/debit	£ 39.37	£ 1.97	£ 41.34	
Information Commissioners Office (data reg)	chq 300034	£ 40.00	£ -	£ 40.00	
Edmundson Electrical Ltd (hard courts lights)	200600	£ 5,103.00	£ 1,020.60	£ 6,123.60	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Sub-total	£ 5,657.19	£ 1,035.20	£ 6,692.39	
<i>Accounts for payment on 8 June 2020</i>					
Staff costs	200601 to 06	£ 2,678.34	£ -	£ 2,678.34	
Waterplus (pavilion water)	200607	£ 21.81	£ -	£ 21.81	
PWC (bus shelter cleaning)	200608	£ 45.00	£ -	£ 45.00	
SDC (bin emptying charge)	200609	£ 223.72	£ 44.74	£ 268.46	
Biffa Waste Services Ltd	200610	£ 302.30	£ 60.46	£ 362.76	
BI Community Project (room hire)	200611	£ 130.00	£ -	£ 130.00	
SLCC Enterprises Ltd (job advert)	200612	£ 195.00	£ 39.00	£ 234.00	
Viking (key box)	200613	£ 16.89	£ 3.38	£ 20.27	
Light Media Ltd (new website)	200614	£ 737.50	£ 147.50	£ 885.00	
T Fox Landscaping (grds m'nance)	200615	£ 1,760.48	£ 352.10	£ 2,112.58	
	Sub-total	£ 6,111.04	£ 647.18	£ 6,758.22	
				£ -	
				£ -	
				£ -	
	TOTAL	£ 11,768.23	£ 1,682.38	£ 13,450.61	

APPENDIX B

Budget Report 8 June 2020

Comparison between 01/04/20 and 31/05/20 inclusive. Includes due and unpaid transactions.

	Budget 2020/2021	Actual Net	Balance	
INCOME				
10	Precept	£89,000.00	£44,500.00	-£44,500.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00
30	Burials	£2,000.00	£1,555.00	-£445.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	-£1,300.00
50	Playing Field	£400.00	£119.76	-£280.24
60	Interest	£450.00	£90.33	-£359.67
70	Grants	£0.00	£0.00	£0.00
80	Misc	£250.00	£0.00	-£250.00
90	VAT Refund	£0.00	£557.82	£557.82
100	Pavilion Fund	£0.00	£0.00	£0.00
Total Income		£93,400.00	£46,822.91	-£46,577.09
EXPENDITURE				
200	Salaries & Expenses	£30,380.00	£5,368.71	£25,011.29
210	Councillor Allowances	£500.00	£0.00	£500.00
220	Administration	£6,767.00	£3,351.98	£3,415.02
230	Grounds Maintenance	£23,232.00	£3,597.25	£19,634.75
240	Cemetery & Churchyard	£4,743.00	£966.38	£3,776.62
250	Playing Field	£10,763.00	£158.28	£10,604.72
260	Grants	£7,500.00	£0.00	£7,500.00
270	Neighbourhood Plan	£2,500.00	£0.00	£2,500.00
280	Other Expenditure	£1,000.00	£0.00	£1,000.00
290	VAT	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00
310	Parish Office	£5,190.00	£823.34	£4,366.66
320	Pavilion Project	£5,000.00	£0.00	£5,000.00
Total Expenditure		£97,575.00	£14,265.94	£83,309.06
Total Income		£93,400.00	£46,822.91	-£46,577.09
Total Expenditure		£97,575.00	£14,265.94	£83,309.06
Total Net Balance		-£4,175.00	£32,556.97	