

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 8 March 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

4

21/28 Apologies

None

21/29 Declarations of Interest

None.

21/30 Dispensations

None.

21/31 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 8 February 2021 as a true and complete record of that meeting. (Proposed Cllr M Mann, seconded Cllr Christian-Carter, all in favour).

21/32 Public Forum

Tom Cooper advised that he wished to address the item regarding the use of the pavilion changing rooms. He advised that when football is allowed again, after 29 March, the club would like to use the changing rooms again. Football kits are held centrally therefore players cannot turn up ready to play. It is not acceptable for them to change in public and the use of a gazebo was unsuccessful. Tom has risked assess the use of the building, introduced a one-way system, sprayed the floor with markings to ensure social distancing and provided a sanitiser station.

21/33 Planning Matters

20/00249/FUL

Creation of a new vehicular access to serve dwelling house known as Glebe Farm Bungalow.

It was **RESOLVED** to respond as 'no representation' (proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour apart from one abstention from Cllr Kettle).

21/34 County, District & Parish Liaison

WCC Cllr Crump advised that:

- Weekly report circulated for information.
- Several residents had contacted him regarding flooding issues,
- Roadworks are to be carried out on the A423 towards Ladbrook resulting in the use of temporary traffic lights being used.

SDC Cllr Kettle advised that:

- He has attended several meetings with Cllr Crump, and he is deeply concerned with HS2 not giving a straightforward answer to a straightforward question particularly regarding the ongoing maintenance programme for the areas of re-wilding,
- SDC – Budget has been approved giving a 5%rise on a D Band property,
- Unitary Authority in Warwickshire – both the north and south of the borough have expressed concern as both areas are very different. This has now been approved,
- Garden Waste (green-bin) charge – each permit, from 1 April costs £40.00. So far, the council have received just over one million pounds in fees that will be used to offset the annual contract cost of 1.6 million pounds.

21/35 Finance

1 Monthly Financial Report

The budget report for the month ending February 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 February 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 Thomas 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 Thomas).

4. Annual Reviews – Standing Orders

Although Standing Orders were reviewed and adopted at the meeting on 8 February 2021, a revised document has now been approved by NALC. This document has slight amendments to the figures referenced to Public Contracts with the European Union. It was **RESOLVED** to adopt the revised version of Standing Orders to be reviewed in 12 months (Proposed Cllr Christian-Carter, seconded Cllr D Mann, all in favour).

5. Internal Audit

It was **RESOLVED** to appoint Mr T Gill as the internal auditor for 2020/21 (proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour) .

21/36 Meeting Calendar 2021/2022

It was **RESOLVED** to approve the meetings calendar as circulated (proposed Cllr Kettle, seconded Cllr Thomas, all in favour). It was noted that the date for the September Parish Council meeting had been brought forward by one week to allow the clerk to take annual leave and that there will be a meeting in December. To allow the May meeting to be held remotely under current legislation, it has been brought forward and will be held on a Tuesday.

21/37 Memorial Hall

A response has been received from Carolyn Went on behalf of the Memorial Hall Committee (copy previously circulated) to the letter the parish council sent following their request for financial help. It acknowledges the points we made regarding the value of the hall, its place in the village as a multi-use indoor venue. It looks as if the suggestion to help them out with a fund raiser in lieu of directly funding the work has been positively received, we just need to ensure that Carolyn is of the understanding that it is not a commitment at this point, it must be a proper council approved activity as this was to 'sound' them out on what options would be considered acceptable. The parish council now needs to put this on a forthcoming agenda for what action we are going to take in this respect, whether it is something to do through the grants process or whether we set something up in parallel perhaps with the pavilion fundraiser to give them some support towards bringing in the money they need to make the improvements they require. It was commented that there still appears to be an expectation that the parish council will bail them out therefore we need to make it clear that the offer is to provide assistance in obtaining grant funding.

21/38 Consideration of Grant Applications Received

A grant application and required supporting paperwork has been submitted from the Scene committee seeking financial aid towards the cost of printing and ensuring the inclusion of Bishop's Hill estate for the forthcoming financial year. The application meets the grants application criteria. A discussion ensued that included:

- The benefits of The Scene over the years and that it is an important part of the community,
- More income could be generated if the cost of advertising space is increased,
- More people now access information online therefore it may be that the number of printed hardcopies could be reduced,
- Possibility of constructing a website and putting it online with the parish council helping to promote the web page,
- The need to change the business plan in the long term,
- Possibility of running a survey as to whether it should be put online and/or kept as a printed booklet,
- Some information is repeatedly printed each month (i.e.: publishing contact numbers– this could be reduced to bi-annual cutting the number of pages each month and therefore cutting the printing costs),
- Previously, donation envelopes had been inserted in copies of Scene and this had been effective in raising some extra money,
- Bishop's Hill should be included. Cllr Bougoussa suggested that David Wilson Homes be asked to supply a noticeboard for the estate, located by the bus stop. As there are still many empty properties on the development, a notice could then be put up advising people that could collect a copy from the site office,
- Scene is seen as a real asset to the village and therefore should be invested in.

It was **RESOLVED** to award a grant of £2,985 to the Scene committee towards printing costs for the forthcoming financial year and to ensure the inclusion of Bishop's Hill estate within distribution with a caveat attached that this is a 'one-off' grant pending a Scene review, taking place in the next six months, including the current business plan and with a view to moving towards a new business model (Proposed Cllr D Mann, seconded Cllr Christian-Carter, all in favour).

21/39 Review of Pavilion Use

As stated by Tom Cooper, the football club has undertaken a risk assessment that includes a one-way system. Markings have been made on the floor to ensure social distancing is followed and a hand sanitising unit has been introduced. The football club also confirmed that they would undertake the cleaning of the pavilion as previously agreed. A copy of the risk assessment will be forwarded to the Clerk.

It was **RESOLVED** that the Pavilion could be used again once the risk assessment has been agreed by Environmental Health at SDC to ensure the proposals are Covid safe and upon the agreement that the football club will undertake all necessary cleaning of the building (Proposed Cllr Dugmore, seconded Cllr D Mann, all in favour).

21/40 Consultation on Ward Boundaries for Stratford-On-Avon District Council

It is proposed to increase the number of councillors on SDC from the current 36 to 41. The current ward boundary cuts Bishop's Hill in half and it is felt that the development should be treated as a whole.

It was **RESOLVED** to support the consultation but to express that boundaries should follow a sensible set of lines (proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

21/41 Environment & Properties

1. Pavilion Project

- i. An update had been circulated prior to the meeting and there were no questions. Cllr Mann advised that the joint meeting of the Pavilion Working Group and Finance Group had worked well and had been positive. The fundraiser post has been advertised and two responses have been received and a third is expected later this week.
- ii. Having spoken to one of the companies who are going to tender for the work, they have suggested that there are large pots of funding that can be applied for if the applicants are a registered charity/have charitable status. None of the current charities based in the village would be suitable therefore it may be advantageous if BISA applied to be a community trust/charity or a brand new one is established. If this route was followed it may have some VAT implications. Andrew Maliphant has put together documents regarding applying for charitable trust status including the costs involved (clerk to distribute before the next parish council meeting). Andrew advised that the parish council needs to check with a HRMC/VAT adviser regarding the VAT side, check that the funding sources/availability would make it cost effective to apply for charitable status before going ahead with any registration.

2. Children's Playground

The new mini-twist net has been installed. The working group are now looking at options available to replace the 'tractor'. A shortlist will be drawn up of some themes and this will be put on Facebook so villagers can vote on their favourite. The likely cost will be in the region of £15,000 therefore grant funding will need to be applied for – possibility of the pavilion fundraiser applying for funding.

The Clerk has received an email from a local resident advising that the front tractor wheels can be moved – the parish council will look at this.

3. **BINDP**

Cllr Thomas advised that the public consultation meeting will be held on Monday 15 March at 6.30pm. This will be a virtual meeting held via the zoom platform. Questions need to be submitted to the Clerk by midday on Friday 12 March 2021.

21/42 **Reports and Questions**

1. Building Site – Bishop’s Hill – Councillor M Mann advised that the fencing has blown down creating a health and safety issue as people are accessing the building site,
2. Blue Pool – there is no protection/fencing around this pool allowing the public easy access to a very deep, dangerous pool. Follett’s/David Wilson Homes did not want to fence in the pool as it would detract from the views from their houses. The Warwickshire Wildlife Trust and David Wilson Homes are aware of the issues. As a parish council we have done all we can,
3. Warwickshire Wildlife Trust Nature Reserve – A man was seen walking through the woods with a longbow and quiver of arrows – this has been reported to the police. Also, 5 young men were seen riding scramble bikes through the area (bikes did not have number plates). They were asked to leave which they did,
4. Responses – Cllr D Mann asked for clarification regarding the protocol /expectations to emails sent out. The Chairman advised that:
 - all debates/decision making needs to be made in public,
 - delegated responses (i.e., planning) - respond to the Clerk only,
 - members of working groups can have as many discussions as they like but any decisions/actions need to come to parish council,
 - The clerk was asked to ensure what the expectations are of emails sent by her by specifying when and who need to respond,
5. Cllr Kettle advised that he may be standing for the current WCC vacancy in the May elections.

21/43 **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. **Pavilion Project – Fundraiser Vacancy:**

Proposals have been received from two companies and a third is expected later this week. The three proposals will be looked at by the Finance Group before being brought to parish council.

2. **Proposed Salary Increase:**

It was **RESOLVED** to approve the proposed 3% salary increase for the Cemetery Manager and Playground Inspector to be implemented from 1 April 2021 (proposed Cllr Christian-Carter, seconded Cllr Dugmore, all in favour).

3. **Revised Contract for the Clerk:**

The clerk successfully completed her probation period. It had been noted that her service should have been treated as continuous and therefore the holiday entitlement outlined in her contract of employment was incorrect.

It was **RESOLVED** to issue a revised contract to the clerk amending the holiday entitlement back dated to 1 January 2021.

21/44 Date of Next Meeting

The next ordinary meeting of the parish council is scheduled to take place on Monday, 12 April 2021 at 7.30pm. The venue is to be confirmed.

Meeting closed at 21:44

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/20 and 02/03/21 inclusive.

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

	Budget 2020/2021	Reserve Movements	Actual Net	Balance	
INCOME					
Bishops Itchington Parish Council					
10	Precept	£89,000.00	£0.00	£90,347.61	£1,347.61
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,000.00	£0.00	£4,140.00	£2,140.00
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	£347.48	-£102.52
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
Total Bishops Itchington Parish Council		£93,400.00	£0.00	£107,155.32	£13,755.32
Total Income		£93,400.00	£0.00	£107,155.32	£13,755.32
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£30,380.00	£0.00	£33,612.11	-£3,232.11
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£6,767.00	£0.00	£7,766.29	-£999.29
230	Grounds Maintenance	£23,232.00	£0.00	£20,073.77	£3,158.23
240	Cemetery & Churchyard	£4,743.00	£0.00	£6,400.97	-£1,657.97
250	Playing Field	£10,763.00	£0.00	£11,002.84	-£239.84
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	£4,528.37	£661.63
320	Pavilion Project	£5,000.00	£0.00	£15,581.79	-£10,581.79
Total Bishops Itchington Parish Council		£97,575.00	£0.00	£111,564.14	-£13,989.14
Total Expenditure		£97,575.00	£0.00	£111,564.14	-£13,989.14
Total Income		£93,400.00	£0.00	£107,155.32	£13,755.32
Total Expenditure		£97,575.00	£0.00	£111,564.14	-£13,989.14
Total Net Balance		-£4,175.00		-£4,408.82	

APPENDIX B

Bishop's Itchington Parish Council

Accounts Payable 8 March 2021

<u>To Whom Payable</u>	<u>Ref No</u>	<u>Ex Vat</u>	<u>Vat Payable</u>	<u>Totals</u>
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>				
E Biddle (office rent 01/03/21)	s/order	£ 411.67	£ -	£ 411.67
Onecom (phone & b/band 26/0/20)	d/debit	£ 60.99	£ 12.20	£ 73.19
E.On (Pavilion electricity 12/02/21)	d/debit	£ 44.10	£ 2.21	£ 46.31
PortalPlanQuest Ltd	210216	£ 482.83	£ 4.17	£ 487.00
	Sub-total	£ 999.59	£ 18.58	£ 1,018.17
<i>Accounts for payment on 8 March 2021</i>				
J Kirton (Salary)	210301	£ 46.16	£ -	£ 46.16
V Powell (Salary)	210302	£ 73.79	£ -	£ 73.79
K Stevens (Salary)	210303	£ 1,408.56	£ -	£ 1,408.56
CPRE (Annual Subscription)	210304	£ 36.00	£ -	£ 36.00
WWC Pension Fund (February)	210305	£ 429.86	£ -	£ 429.86
RPM (Mini Twist Net)	210306	£ 1,730.00	£ 346.00	£ 2,076.00
Biffa (Trade Waste)	210307	£ 243.62	£ 48.72	£ 292.34
Thomas Fox LTD (Mowing, Hedge Cutting etc)	210308	£ 1,564.10	£ 312.82	£ 1,876.92
Three Business (Mobile Sim)	210309	£ 4.17	£ 0.83	£ 5.00
PWC (Bus Shelter)	210310	£ 45.00		£ 45.00
				£ -
				£ -
				£ -
	Sub-total	£ 5,581.26	£ 708.37	£ 6,289.63
	TOTAL	£ 6,580.85	£ 726.95	£ 7,307.80