

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 9 January 2023 at 7.30pm

Present

Cllr Dugmore (Chairman) Cllr Christian-Carter Cllr Gates Cllr Kettle Cllr Thomas

Absent

4 Vacant seats

In Attendance

Karen Stevens - Clerk to the Council

Public

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23/01 Apologies

Apologies were received from Cllr Tressler due to illness.

It was **RESOLVED** to accept Cllr Tressler's apologies. (Proposed Cllr Dugmore, seconded Cllr Kettle, all in favour).

23/02 Declarations of Interest

Cllr Christian-Carter declared a pecuniary interest in item 6.2. regarding 22 Butchers Close as she is the appellants planning agent and will therefore not be part of the discussion.

23/03 Dispensations

None.

23/04 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council held on 14 December 2022 as a true and complete record of that meeting. (Proposed Cllr Thomas, seconded Cllr Gates, four in favour, one abstention (Cllr Christian-Carter as she was not present for most of the meeting)).

23/05 Public Forum

Cllr Christian-Carter explained that with regards to the planning inspectorate appeal, the main ground for the appeal is that when Stratford District Council (SDC) finally provided "the evidence" for where the applicant wanted to build the extension as being amenity land, they supplied the information on microfiche two to three months after the planning application had been determined. Having looked at it, it was

apparent that the site was not amenity land . There were three grounds for appealing the decision one of which is that it is not amenity land and because SDC insisted it was amenity land without proving it, the applicant has had to pay twice over the full application fee. Depending on what the planning inspector comes back with, it could be quite important for the rest of that estate.

23/06 Planning Matters

1. To consider the following planning applications:

The Chairman raised a query on a point regarding this and the following application as he recalled the last time there was a meeting where the word “retrospective” was used, there were a number of vociferous assertions that there is no such thing as a retrospective planning application yet here we are with two. Cllr Christian-Carter confirmed that retrospective planning applications are valid and hence the use of the term in the following two applications.

- i. **22/03608/FUL**

83 Icetone Way, Bishop’s Itchington, CV47 2DQ – Erection of a single storey garden room extension to detached garage (Concrete Slab retrospective permission).

- The question was raised as to what a concrete slab was, and the response was that it is that the building is built on a concrete slab that has no foundations i.e., a concrete slab was laid and the garden room on it as an extension to an existing garage,
- As a new build there is probably a five year no permitted development rights,
- It is more like a bedsit with a shower and kitchenette,
- Cannot understand the need for a shower in a garden room,
- If we went down the ‘no reps’ route we could make a valid comment to the effect that we would conditions applied to it so that it is only used as a garden room for ancillary enjoyment of the property. If this was applied it would be a condition of the planning consent and if they then did something untoward then it could be addressed,
- This is a very substantial garden room and appears to be a house extension but attached to the garage,
- Double bed away from being on Air B&B or an annexe without formal planning permission,
- The inclusion of the shower room and plumbing facilities that are for the “bar” it looks like self-contained accommodation,
- Disregarded any no permitted development rights, built a humongous extension/garden room, they have obviously been reported hence the retrospective planning application and when we look at it we say ‘that’s very interesting’ and one can then assume

that the intended use is not solely as a garden room hence the possible response of a comment saying we would like to see conditions laid down in any granting of planning permission that it is restricted solely to a garden room, ancillary use to the garden,

- If they wanted it as an annex ancillary to the main dwelling, they would have to apply for planning permission,
- It does not have a massive impact on neighbours as it is not particularly visible. The issue is what it is used for.

It was **RESOLVED** to respond 'No Rep's' to planning application **22/03608/FUL** but to comment that we would wish to see, if it was granted, that robust conditions are attached to ensure it is used solely as a garden room and for no other purpose. (Proposed Cllr Christian-Carter , seconded Cllr Gates, all in favour).

ii. **22/03722/FUL**

2 Gaydon Road, Bishops Itchington, CV47 2QN - Retrospective permission for the dropping of kerb for access to off road parking across a small grass area.

- This is not the same one that we saw previously but the next-door neighbour,
- Same issues as those raised against the application for 4 Gaydon Road,
- Objected before on very good grounds that it removes half a layby, this effectively removes the other half of the layby,
- It is over a verge that the applicant does not own – WCC would have to give permission for it to be accessed over its verge,
- Due to the reasons we objected to the application for number 4, we need to object to this to be consistent,
- Denies the use of off carriageway parking provided as part of the highway
- The gravel they have used, normally a condition on highway access that it is a bound material for a certain distance, so the gravel is not dragged onto the carriageway, and the gravel used is not bound,
- SDC was minded to refuse the planning application from no. 4 and has therefore set a precedent regarding this,
- Dropping the kerb will remove the existing layby

It was **RESOLVED** to object to planning application **22/03722/FUL** on the grounds that it denies the use of an off carriage way parking provision, the precedent has been set for the next door neighbour of refusal for the reasons given by SDC, the materials used currently would create problems of loose chippings on the highway and the crossing of a verge not in the ownership of the applicants (WCC would have to give it's permission for the verge to be driven/concreted over). (Proposed Cllr Dugmore, seconded Cllr Christian-Cater, 4 in favour, one abstention (Cllr Kettle)).

2. To note the following Planning Inspectorate Appeal and to decide whether the parish council wishes to make further representations:

Cllr Christian-Carter left the room for the duration of the next item.

22/00066/FUL

Planning Inspectorate Reference Number: APP/J3720/W/22/3307398

22 Butchers Close, Bishops Itchington, CV47 2PX – Change of use of amenity land to domestic garden and the construction of a single-storey front and side extension.

- This is a technical debate as SDC stand by their decision that it is amenity land,
- It should be left to the Planning Inspector to decide whether it is or is not amenity land,
- Technicality as to what is or is not amenity land and that is for whom ever is responsible for making that decision to go and determine. It is a matter of establishing fact and there is nothing the parish council can influence on that,
- Every sympathy with the applicant but the decision will be what it is,
- If SDC have got it wrong, then it will be resolved by the planning inspector and the appeal will be allowed

It was **RESOLVED** to make no further comment on planning application **22/03722/FUL**. (Proposed Cllr Dugmore , seconded Cllr Gates, three in favour, one abstention (Cllr Kettle)).

Cllr Christian-Carter re-joined the meeting.

23/07 County, District & Parish Liaison

SDC/WCC

Cllr Kettle advised:

- Warm Hubs – ongoing funding is available,
- SDC has been given further funding towards the cost of electricity usage – details are on their website,
- Analyst of Waste Effectiveness since the introduction of Waste 1,2,3+. Amount of pure waste has dropped by 30% and the amount of recyclable waste has risen by 10%,
- Still issues with missed bins/bags
- Still problems with the bins being put back correctly by the operatives after emptying them,
- Green Waste Bins – an observation was made that there has been a change in the terms and conditions for purchasing the green waste removal service as Clause 5 has been amended. Clause 5 now states “our collection schedule shall be based on fortnightly collections however we may schedule collections to take place more or less frequently with reasonable justification e.g., to take account of a bank holiday or public holiday etc. As a result, there is no guaranteed minimum number of collections per annum. Therefore, you are not aware of how many collections you will get when for paying for this

service, it could be 25 or 0 if it can be justified – no minimum/basic service guarantee,

- Voter ID will be required for residents who vote in person at the local elections in May. If people do not have a passport, driving licence or another form of ID from the published list, they can apply for an identify card (free of charge) from SDC and this will be valid for 18 months. Without recognised ID you will not be able to vote,
- Consultation Local Plan - Issues and Options has opened today for the new Local Plan. The consultation closes on 20 February. The parish council needs to address this at either the February meeting or arrange a separate meeting as this the very early decision as to how future development will be allocated across South Warwickshire. This is a written document, and we have the option in deciding whether all development goes to Stratford, major towns i.e., Shipston, Southam, Wellesbourne etc, or whether there is a dispersal plan or whether there is a new village type, and this is really relevant to the parish council. About 20,000 homes will need to be delivered within South Warwickshire,
- Pothole problems across the county following the cold weather,
- The main works are starting on the Harbury Lane/Chesterton Road/Fosse Way junction today,
- No major problems with schools although it will soon be the closing date for applications for secondary school places.

23/08 Finance

1 Monthly Financial Report for December 2022:

It was **RESOLVED** to accept the Monthly Finance Report ending 31 December 2022 as presented. (Proposed Cllr Dugmore, seconded Cllr Thomas, all in favour).

2 Bank Reconciliation Report - December 2022:

Cllr Gates has viewed the December bank reconciliation and it is correct.

3. Membership Renewal to CPRE The Countryside Charity

This has been running for a number of years and it was suggested that a discussion be held to address whether it is appropriate to subscribe to a campaign group.

- Often used as a statutory consultee by SDC for planning and given the fact of where we exist and our location in the countryside and how much AS10 affects us it was thought it was only right to continue supporting them,
- It is an important balance to some of the more esoteric planning policies. They do respond to all the significant/major planning applications – whether SDC take note of them is debatable, but it is a valuable educated response received,
- We are allegedly ‘rural’ England,
- Cost is £36.00 per annum which appears good value for money,
- It is not suggested that it is not value for money is the issue, the issue is the alignment with a very polarised organisation and the consideration as to whether we are empowered to give money to a Charity as we do not have the

General Power of Competence (GPC) so we would need to decide whether it meets S137,

- The parish council would have had the GPC when this was originally agreed,
- When they are consulted, as a statutory consultee or party, the replies are balanced and based on planning policy,
- It was suggested that some of their comments are very polarised and extreme without consideration of the local impact,
- It seems at odds in principle that as a parish council we would donate money to a charity whatever the cause
- Challenge to our unbiased objectivity if we are members of a group that has a voice like that,
- Whereas with other subscriptions we have that help us undertake our work as a parish council, this is not a resource,
- The question was asked as to whether this is the only charity we subscribed to?

It was proposed by Cllr Dugmore and seconded by Cllr Gates not to proceed with the renewal of our membership to CPRE on the grounds that it clouds our objectivity as a member of an organisation that holds a polarised view on matters. The vote was two in favour and three against.

A counter proposal was then made.

It was **RESOLVED** to continue to subscribe to the CPRE. (Proposed Cllr Kettle, seconded Cllr Christian-Carter, three in favour, two against (Cllr Dugmore and Cllr Gates)).

4. Accounts for payment on 9 January 2023

A question was raised as to what the pavilion electric includes. The flood lights for the hard play area and the lighting within the pavilion itself is included. The football club contributes 60% of the cost (excluding VAT).

Regarding the playground training, the current playground inspector had asked to undertake a refresher course and the clerk will also be doing the course so that there will always be someone available to do the inspections.

It was **RESOLVED** to approve the Accounts Payable on 9 January 2023 (Appendix B). (Proposed Cllr Thomas, seconded Cllr Gates, all in favour).

5. Preparation of Budget 2023/24 and Precept 2023/24

Cllr Kettle has started the process. An agreement will need to be reached as to what figure we are going to use for inflation for the forthcoming financial year.

It was agreed that a meeting of the Finance Group will be held over Zoom at 7.30pm on Tuesday 17 January 2023.

23/09 Environment & Properties

1. Children's Playground:

- Contract has been awarded
- Unsuccessful companies have been advised,
- Awaiting first site meeting with the successful company, Kompan likely to be late January/February. Cllrs Christian-Carter and Gates to be informed of the date and time,
- Dan McAlwane is the contracts manager for the project,
- New playground should be installed by early June,
- Rather than a twin swing set they will now provide a three-position swing set at no extra cost which will allow provision for an accessible swing although we may have to buy our own accessible swing,
- It was agreed that the working group should be advised,
- Announcements to the village will be made once a timetable has been established.

2. BINDP:

- The referendum date is 19 January 2023, this has been publicised and the paperwork has gone out,
- Residents have received their voting cards,
- Facebook post generated a lot of misinformation/fake news generated by a small number of people. Cllr Dugmore was thanked for his posts in response to this,
- Copies of the referendum document are in the Village Store and the parish council office,
- Agreed to put a reminder on Facebook,
- Cllr Kettle read out a response he had sent to a resident regarding the NDP, and it was agreed that he should put out this as a post on Facebook as the District Councillor,
- Some residents do not seem to understand that it is a village document produced by village people for the preservation and protection of the village,
- The question was raised as to how quickly the parish council will be notified of the result and it is thought that it will be the following day (Friday 20 January).

3. Grounds Maintenance Works Tender

- The closing date for sealed tenders was 1.00pm today (Monday 9 January 2023),
- Four Tenders were received,
- Tenders ranged from just over £22,000 to just under £133,000,
- The Clerk will analysis the tenders to produce a comparison table. This will be circulated together with scans of the tenders so that a decision can be reached/agreed.

23/10 Extraordinary Meeting of Bishop's Itchington Parish Council:

It was **RESOLVED** to hold an extraordinary meeting of the Parish Council on Monday 23 January 2023 to finalise/approve the Budget for 2023/24, the Precept for 2023/24 and agree the awarding of the Grounds Maintenance Contract for the period 1 March 2023 to 28 February 2026. (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

23/11 Reports and Questions:

- The question was raised regarding the number of vacancies on the parish council and whether another recruitment campaign. Elections are to be held in May and it is therefore a something is needed before then. The clerk advised that she has been notified that a meeting is to be held in Southam on 26 January so that local people can find out what being a parish councillor would entail - details will be put on the village noticeboards and the website. The clerk is also attending a couple of briefing sessions regarding the elections,
- The Memorial Hall has recently suffered a major water leak. It was confirmed that they will be claiming the cost of the damage from their insurance company.

23/12 Date of Next Meeting

An extraordinary meeting of the parish council will take place on Monday 23 January 2023 at 7.30pm at the Community Centre. The next ordinary meeting of the parish council will take place on Monday 13 February 2023 at 7.30pm at the Community Centre.

Meeting closed at 20:52

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Budget 2022/2023	Reserve Movements	Actual Net	Balance	
INCOME					
Bishops Itchington Parish Council					
10	Precept	£0.00	£0.00	£104,500.00	£104,500.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£0.00	£0.00	£2,114.00	£2,114.00
40	Sec 136 & Other Reimbursements	£0.00	£0.00	£0.00	£0.00
50	Playing Field	£0.00	£0.00	£192.94	£192.94
60	Interest - Current	£0.00	£0.00	£332.23	£332.23
61	Interest - Pavilion Fund	£0.00	£0.00	£1,704.05	£1,704.05
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£33.37	£33.37
90	VAT Refund	£0.00	£0.00	£9,120.91	£9,120.91
100	Pavilion Fund	£0.00	£0.00	£2.84	£2.84
Total Bishops Itchington Parish Council		£0.00	£0.00	£118,000.34	£118,000.34
Total Income		£0.00	£0.00	£118,000.34	£118,000.34
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£0.00	£0.00	£22,799.27	-£22,799.27
210	Councillor Allowances	£0.00	£0.00	£0.00	£0.00
220	Administration	£0.00	£0.00	£10,558.32	-£10,558.32
230	Grounds Maintenance	£0.00	£0.00	£19,939.99	-£19,939.99
240	Cemetery & Churchyard	£0.00	£0.00	£3,163.59	-£3,163.59
250	Playing Field	£0.00	£0.00	£13,582.85	-£13,582.85
260	Grants	£0.00	£0.00	£2,191.61	-£2,191.61
270	Neighbourhood Plan	£0.00	£0.00	£490.00	-£490.00
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	£0.00	£0.00	£3,875.01	-£3,875.01
320	Pavilion Project	£0.00	£0.00	£4,780.64	-£4,780.64
Total Bishops Itchington Parish Council		£0.00	£0.00	£81,381.28	-£81,381.28
Total Expenditure		£0.00	£0.00	£81,381.28	-£81,381.28
Total Income		£0.00	£0.00	£118,000.34	£118,000.34
Total Expenditure		£0.00	£0.00	£81,381.28	-£81,381.28
Total Net Balance		£0.00		£36,619.06	

APPENDIX B

Bishop's Itchington Parish Council					
Accounts Payable 9 January 2023					
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 01/01/23)	s/order	£ 440.00	£ -	£ 440.00	
Onecom (phone & b/band 30/12/22)	d/debit	£ 69.66	£ 13.93	£ 83.59	
Three Business (mobile sim 23/12/22)	d/debit	£ 4.17	£ 0.83	£ 5.00	
E.ON Next (pavilion electricity 22/12/22)	d/debit	£ 130.89	£ 6.54	£ 137.43	
	Sub-total	£ 644.72	£ 21.30	£ 666.02	
<i>Accounts for payment on 9 January 2023</i>					
J Kirton (Salary)	230101	£ 48.88	£ -	£ 48.88	
V Powell (Salary)	230102	£ 117.63	£ -	£ 117.63	
K Stevens (Salary)	230103	£ 1,485.89	£ -	£ 1,485.89	
HRMC (PAYE)	230104	£ 405.96		£ 405.96	
WWC Pension Fund (November)	230105	£ 463.81	£ -	£ 463.81	
Expenses (K Stevens - Mobile Sim (January))	230106	£ 8.00		£ 8.00	
Expenses (K Stevens - Microwave/toaster)	230107	£ 71.00	£ -	£ 71.00	
Expenses (V Powell - Diary)	230108	£ 1.50	£ -	£ 1.50	
Claranet (Corporate Domain Registration (December))	230109	£ 4.59	£ 0.92	£ 5.51	
Light Media (Hosting of Website 04/12/22 to 03/03/23)	230110	£ 90.00	£ 18.00	£ 108.00	
Thomas Fox Landscaping (Mowing/Strimming/Weeding)	230111	£ 670.15	£ 134.03	£ 804.18	
WALC (Playground Inspection Course x 2)	230112	£ 70.00	£ 14.00	£ 84.00	
WALC (Planning for Elections Course)	230113	£ 30.00	£ 6.00	£ 36.00	
CPRE (Annual Membership)	230114	£ 36.00	£ -	£ 36.00	
	Sub-total	£ 3,503.41	£ 172.95	£ 3,676.36	
	TOTAL	£ 4,148.13	£ 194.25	£ 4,342.38	