

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 9 May 2022 at 19:52

Present

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

Absent:

4 vacant seats

In attendance:

Alana Collis – locum Clerk

Apologies:

Karen Stevens, Clerk to the Council

Public:

6

22/87. Apologies

Clerk – Karen Stevens

It was **RESOLVED** to accept the apologies from the Clerk (Proposed: Cllr Kettle, Seconded: Cllr Christian-Carter, all in favour)

22/88. Declaration of Interests

Cllr Christian-Carter declared a pecuniary interest in item 6.1

22/89. Dispensations

None

22/90. Minutes

It was **RESOLVED** to accept the minutes of the meeting held on 11 April 2022 as a true and complete record of that meeting. (Proposed: Cllr Christian-Carter, Seconded: Cllr Kettle, five in favour, Cllr Thomas abstained because he had been absent from the meeting).

22/91. Public Forum

There were no items raised in the public forum

22/92. Planning Matters

i. **22/00751/FUL**

23 Chapel Street Bishops Itchington Warwickshire CV47 2RB – The erection of a storage shed and x2 bicycle parking stands at the rear of the premises; and, x5 new vintage low level LED lights facing the store sign at the front of the premises. .

Cllr Christian-Carter left the room at 19:57

Councillors sought clarification that the lighting on the front of the store would be low-level to just illuminate the sign but would not be intrusive. It was noted that cycle storage had been included to encourage people to cycle to the store.

Cllr Tressler asked that the applicants continue dialogue with neighbours to make sure that they address concerns, particularly lights on during winter months. The applicants have spoken to the neighbours. If there was a concern, then it would be a private matter. A councillor suggested that it may be worth considering a light with a timer facility.

It was **RESOLVED** that the parish council's response to this planning application would be 'no representation', with no comment. (Proposed: Cllr Thomas, Seconded: Cllr Gates, four in favour, one abstention (Cllr Kettle)).

Cllr Christian-Carter re-joined the meeting at 20:04

ii. **Proposals by the Heart of England Co-op to develop a new store in Bishop's Itchington**

The council has received a pre-planning proposal for the development of a new Co-op at the former Bishop's Cross car sales site. The concept was discussed and identified the following points:

- The retail site is closed to a mini roundabout. There needs to be consideration of how vehicles enter and exit the site bearing in mind the location. Warwickshire Highways would assess this.
- The intended operation of the second, small retail unit needs to be considered and the impact on the residents. It was noted that the use may need to be a second planning application for the use of that premises.
- There may be pros and cons on the development in terms of impact on other retail units in the village.
- It is thought that the old petrol underground storage is still present, and these would need to be filled in. This would have a substantial cost. This would be the risk and responsibility of the developer.
- The existing site of the Co-Op on Chapel Street would be developed into residential unit. Given the congestion at the current site, a residential development should include appropriate off-road parking

- It is positive that the Co-Op want to invest in the village, residents who are currently near the existing store but may choose to go to the village store rather than get in the car.

22/93. County, District & Parish Liaison

Cllr Kettle had circulated a report on District and County Council updates prior to the meeting.

Warwickshire County Council

- Harbury Lane crossroads, currently in tender process, (process due to complete May 2022). This is behind the schedule and Cllr Kettle has asked for a regular update.
- The tendering process is in the hands of the construction engineers and they have continually asked more questions which has delayed progress.

Stratford District Council

- Merger of SDC with WDC has been halted. Strategically it is disappointing, due to economies of scale and a lot of work had already started on the merger of services. However, due diligence of financial aspects was essential. This was only initiated following the resolution to merge in December 2021.
- Both District Councils produced a financial statement, WDC already had substantially greater borrowing than SDC. The WDC borrowing was for capital projects for Warwick residents but the risk would be shared if the merger proceeded. A substantial amount of the borrowing was regarding Milverton Homes to build social housing. SDC instructed accountants to conduct financial due diligence into Warwick DC but SDC was unable to conduct due diligence into Milverton Homes. SDC Leaders wanted to request a deferral of the Ministerial decision, WDC were against this move.
- The waste contract was a joint initiative will proceed and save money.
- SDC Legal services has taken on WCC and WDC with a service agreement and this will bring in revenue. Even though a lot of money has been spent in preparation for the merger, the SDC is in a better financial position than before.

22/94. Finance

1. Monthly financial report

It was **RESOLVED** to accept the Monthly Finance Report ending May 2022 (Appendix A). (Proposed: Cllr Kettle, seconded: Cllr Christian-Carter, all in favour).

2. Bank reconciliation report for April 2022.

The bank reconciliation report for April 2022 had been completed by the Clerk. Cllr Kettle and Cllr Gates have checked it and are happy with it.

3. Accounts for Payment.

It was **RESOLVED** to release salary payments and expenses. (Proposed: Cllr Christian-Carter, seconded Cllr Gates. (pre-paid)

Cllr Kettle raised a question about the cost's payable to Local Council Consultancy and whether these were pre-agreed. Cllr Dugmore indicated that these were to pay for Andrew Maliphant's services. However, it was **RESOLVED** to ask the Clerk to scan and share the invoices with councillors to confirm the amounts before the payments would be authorised.

Cllr Kettle raised a question about the legal costs associated with the lease costs for community centre. Shakespeare Martineau is now a national company, and the costs seem high. He asked whether it would be more appropriate to use a local company that may be more cost effective.

It was **RESOLVED** to accept the accounts payable and approve the payments online subject to receiving the scans of information from the Clerk, K Stevens. (Proposed: Cllr Thomas, seconded: Cllr Gates), all in favour

22/95. Use of Playing field for Child's Birthday Party

To decide if the field should be used for a child's 5th birthday party on Saturday 23 July 2022.

Cllr Christian-Carter noted that BISA has held BBQ and fundraising and a local dog trainer have run dog training classes. The only requirement was that the organisers provided a suitable risk assessment. Therefore, there is some precedent.

The Carnival has on occasion considered using it. There was once an issue with archery arrow left there which caused concerns regarding safety.

Cllr Gates raised the issue that if this is permitted then what is considered acceptable and what is not. Would need to decide each time. Criteria need to be set for what is an acceptable use and what is not. This would need a policy.

There have been examples of antisocial behaviour in the location. The request is for a party for a five-year-old and the requesters need to be aware that this may happen.

Cllr Kettle agreed that there needs to be some criteria. No alcohol, no glassware, require risk assessment, clean-up plan. Proper bins would be needed to ensure rubbish was collected.

It was **RESOLVED** to draw up a short list of criteria to be met and then permit the party to proceed provided these were met. (Proposed: Cllr Christian-Carter, Seconded: Cllr Kettle, three in favour, one against, one abstention).

The following criteria were agreed:

- Risk assessment template – (template to be provided by BIPC)
- Any hired items require the provider to have appropriate insurance (e.g. bouncy castle)
- Field must be left tidy
- Rubbish must be removed by the organisers, bins must be used
- No glassware
- No alcohol

- Ideally use eco-friendly items

A check will be needed to ensure the requested time and date does not clash with a football match.

22/96. Warwick District Council Net Zero Carbon Development Plan Document (DPD)

Cllr Dugmore asked Cllr Kettle if this was a legacy from the proposed SDC and WDC merger. It was noted that this was the case. Cllr Dugmore questioned whether the council have the experience to comment on the legality of the document.

The document addresses the construction of low carbon buildings and retrofitting existing buildings but Cllr Christian-Carter commented it did not mention listed buildings.

Cllr Kettle commented that the SWLP is still proceeding. The zero carbon development plan is a separate document but it will impact the SWLP and planning. Therefore it will impact planning policy.

The consultation is specific to the legality of the document. It was agreed that this was beyond the scope of the parish council

22/97. Environment & Properties:

1. Playground Working Group Update:

i. Working group update

The new aerial runway will be installed on or around 16 June. The working group is currently consulting with the community for the refurbishment of the other parts of the playground. The community survey closes this week, and a proposal will then go out to tender on the tender portal.

The estimated cost of refurbishment is £155k. The council will seek s106 funds to pay for half of this and would need to fundraise to access remaining monies. The working group would like to use the services of Jane Warman to support fundraising and will open a GoFundMe for people/organisations to support. There have been lots of ideas for where funds can be sought.

Cllr Kettle asked if there were any lessons to be learned from previous projects. Also, if the public sector portal is to be used, then, is it opportune to introduce local suppliers to this system so that they can participate in the exercise.

Cllr Gates indicated that the agreed budget is £155k and no more. The current approach is to look for equal split of finance between the s106 monies and fundraising but with an aim to bring in ~£10k fundraising, and therefore drawdown less on s106 money.

Cllr Dugmore stated that a variation has been sought to use the s106 from the Bovis estate from the pavilion to be used for outdoor recreation. Once this is confirmed, the

funds do need to be used in a certain amount of time, otherwise it is returned to the developer.

Cllr Tressler stated it was important to state what the money will be spent on and then the parish council should get agreement from the residents to support it. The council should be clear what the money is from and what it is being spent on.

Cllr Gates asked what the council should communicate to residents. Cllr Dugmore revisited the discussions from the February meeting and a question that was regarding the quality of the consultation. It was agreed that the parish council should put a framework in place for consultations.

The working group are aiming to get new equipment installed in Spring 2023; therefore tenders would need to go out in Q3 2022. The ground is too hard in winter, and people want to use the play area in late Spring/Summer. The Clerk is currently in discussion with SDC to ensure there is dialogue between SDC and the developer to amend the terms of the agreement. There is also likely to be a solicitor cost

Other projects for recreation include the need to resurface the courts and also provide some outdoor gym equipment.

ii. proposal to appoint Jayne Warman to fundraise for the playground equipment

It was considered that the PC did not know how much funds it needed to raise and therefore it is not known if they needed the time of Jayne Warman and if so, how much time is needed.

It was agreed that the next parish council meeting agenda would need to cover what the progress/situation of the s106 and then have the conversation about what fundraising is needed and therefore how much time is needed.

It was agreed that, once the s106 reallocation of funds was confirmed, the question would need to be asked about whether funds would be sufficient and if so, what would be the scope of the refurbishment could be. This would require more discussion. It was noted that the Landfill tax grant opens for grant applications in June, and runs until 22/09 so there is not much time.

It was **RESOLVED** to defer the decision on whether to appoint Jayne Warman as fundraiser until the s106 reassignment is confirmed and the allocation of the funds. However, tendering process would continue. (Proposed: Cllr Thomas, seconded: Cllr Christian-Carter), five in favour, one abstention (Cllr Tressler).

2. BINDP Working Group Update:

The public consultation has now closed. The working group are waiting to hear from SDC about the public response. The WG has appointed examiner, and that will only proceed after heard from SDC. Cllr Dugmore thanked Cllr Thomas for his continued work.

22/98. Reports and Questions:

- Cllr Christian-Carter informed the council that the company that will supply the memorial bench will also install it. This reduces issues in getting other trades in.
- Cllr Kettle asked about the co-option of councillors since there are four vacant seats. Cllr Dugmore noted that a resident attended the annual assembly and the Clerk has been trying to get in touch. There may be two other interested residents
- Cllr. Christian-Carter shared that the Cemetary manager has raised a question of the PAYG mobile, this is not cost-effective and the council will look at a rolling monthly contract.
- Cllr Kettle noted that Kineton are having a new pavilion, with two changing rooms and showers. Construction cost was £105k and they have all costs covered. It was agreed to have a conversation with the sports group.

Meeting closed 21:37.

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/22 and 08/05/22 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	£52,250.00	£52,250.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£0.00	£0.00	£320.00	£320.00
40	Sec 136 & Other Reimbursements	£0.00	£0.00	£0.00	£0.00
50	Playing Field	£0.00	£0.00	£66.00	£66.00
60	Interest	£0.00	£0.00	£19.96	£19.96
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£0.00	£0.00
90	VAT Refund	£0.00	£0.00	£9,120.91	£9,120.91
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£0.00	£0.00	£61,776.87	£61,776.87
Total Income		£0.00	£0.00	£61,776.87	£61,776.87
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£0.00	£0.00	£2,677.10	-£2,677.10
210	Councillor Allowances	£0.00	£0.00	£0.00	£0.00
220	Administration	£0.00	£0.00	£4,110.83	-£4,110.83
230	Grounds Maintenance	£0.00	£0.00	£1,183.51	-£1,183.51
240	Cemetery & Churchyard	£0.00	£0.00	£878.24	-£878.24
250	Playing Field	£0.00	£0.00	£148.30	-£148.30
260	Grants	£0.00	£0.00	£4.32	-£4.32
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
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	£411.67	-£411.67
320	Pavilion Project	£0.00	£0.00	£93.14	-£93.14
Total Bishops Itchington Parish Council		£0.00	£0.00	£9,507.11	-£9,507.11
Total Expenditure		£0.00	£0.00	£9,507.11	-£9,507.11
Total Income		£0.00	£0.00	£61,776.87	£61,776.87
Total Expenditure		£0.00	£0.00	£9,507.11	-£9,507.11
Total Net Balance		£0.00	£0.00	£52,269.76	

APPENDIX B

Bishop's Itchington Parish Council

Accounts Payable 09 May 2022

<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 03/05/22)	s/order	£ 411.67	£ -	£ 411.67
Onecom (phone & b/band 29/04/22)	d/debit	£ 69.66	£ 13.93	£ 83.59
Three Business (Mobile Sim 22/04/22)	d/debit	£ 4.17	£ 0.83	£ 5.00
E-ON (Pavilion Electricity 20/04/22)	d/debit	£ 148.30	£ 7.42	£ 155.72
Shakespeare Martineau (Work on Lease)	220417	£ 1,900.00	£ 380.00	£ 2,280.00
Shakespeare Martineau (Work on Hidden Green/Land Registry)	220418	£ 1,100.00	£ 180.00	£ 1,280.00
ICO Fee (Direct Debit)		£ 35.00	£ -	£ 35.00
Sub-total		£ 3,668.80	£ 582.18	£ 655.98

Accounts for payment on 09 May 2022

J Kirton (Salary)	220501	£ 49.08	£ -	£ 49.08
V Powell (Salary)	220502	£ 117.63	£ -	£ 117.63
K Stevens (Salary)	220503	£ 1,375.52	£ -	£ 1,375.52
HRMC (PAYE)	220504	£ 420.88	£ -	£ 420.88
WWC Pension Fund (April)	220505	£ 458.28	£ -	£ 458.28
Expenses (K Stevens - Renewal Annual Subscription to Zoom)	220506	£ 110.77	£ -	£ 110.77
Expenses (K Stevens - Refreshments for Annual Village Meetir	220507	£ 57.29	£ -	£ 57.29
Expenses (V Powell - Phone Top Up/Pen)	220508	£ 21.50	£ -	£ 21.50
Expenses (V Powell - Phone Top Up)	220509	£ 30.00	£ -	£ 30.00
Light Media	220510	£ 90.00	£ 18.00	£ 108.00
Local Council Consultancy (Project Management Invoice 201)	220511	£ 979.00	£ 195.80	£ 1,174.80
Local Council Consultancy (Project Management Invoice 202)	220512	£ 2,550.00	£ 510.00	£ 3,060.00
Local Council Consultancy (Project Management Invoice 207)	220513	£ 1,158.50	£ 231.70	£ 1,390.20
PWC (Bus Shelter Cleaning Invoice 145)	220514	£ 45.00	£ -	£ 45.00
Thomas Fox Ltd (Mowing/Strimming)	220515	£ 1,923.74	£ 384.75	£ 2,308.49
Waterplus (Pavilion Water)	220516	£ 19.25	£ -	£ 19.25
Sub-total		£ 9,406.44	£ 1,340.25	£ 10,746.69

TOTAL	£ 13,075.24	£ 1,922.43	£ 11,402.67
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Invoices checked & agreed.

Signed: K Stevens RFO

Councillor

Councillor