

The Old Sorting Office
Chapel Street
Bishop's Itchington
Southam
CV47 2RB

Notice of Ordinary Meeting of the Parish Council

**Monday, 12 May 2025 to commence immediately after the conclusion of the
Annual Meeting of the Parish Council
The Community Centre
Ladbroke Road
Bishop's Itchington
CV47 2RA**

Members of the public and press are invited to attend the parish council meeting and are welcome to address the parish council on any item on the agenda during the public forum.

Please note that the meeting may be recorded or filmed and that the council is unable to give any guarantee that members of the public will not be included. If this concerns you, please contact the clerk prior to the meeting. If you would like to record or film a meeting, we encourage you to contact the council in advance so that we can ensure the necessary arrangements are in place.

Yours sincerely,

Karen Stevens

**Karen Stevens
Clerk to the Council
6 May 2025**

AGENDA

- 1. Chairman's announcements**
- 2. Apologies:**
To receive and consider accepting apologies from members.
- 3. Declaration of Interests:**
Members are responsible for determining whether they have a disclosable pecuniary interest in any item on the agenda, as defined by regulations made by the Secretary of State and should disclose it and any other conflict of interest they may have, as soon as possible after the start of the meeting.
- 4. Dispersations:**
To receive and consider granting any dispensation requests.

5. Minutes:

To approve the minutes of the ordinary parish council meeting held on 7 April 2025.

6. Public Forum:

A maximum of 15 minutes is set aside for members of the public to address the council on any item on the agenda. A maximum of 3 minutes shall be allowed for each speaker.

7. Planning Matters:

i. To consider the parish councils response to the following planning applications:

a. 25/00927/TPO

The Cottage, Station Road, Bishops Itchington, CV47 2QB - T2 horse chestnut- Cut back the outer sections of long, low branches on the northern, northeastern and eastern crown sides, where overhanging the driveway and garage forecourt, reducing these branches by approximately 1.5 metres, to suitably dimensioned and positioned secondary branching, as indicated on the submitted, annotated photograph.

b. 25/00980/FUL

46 Central Drive, Bishop's Itchington, CV47 2RJ – Single storey rear extension

c. 25/00787/FUL

Land at Ladbrooke Road, Bishop's Itchington – Erection of six detached dwelling houses and associated works

d. 25/01058/FUL

33 Station Road, Bishop's Itchington, CV47 2QB - Single storey rear extension and front porch extension. Two storey side extension with undercroft to ground floor. Internal and external alterations to suit.

ii. To review and consider any amendment to the responses made using delegated powers for the following planning application:

25/00628/FUL

Mill Pit Farm, Hambridge Road. Bishop's Itchington, CV47 2RZ – The installation of 40 ground mounted solar panels. The panels will be ground mounted and will connect an existing battery which is housed within the curtilage of the property, namely the garage. These will be 505 watt panels

No representation

iii. To note the following planning decision:

24/02631/ADV

The Village Store, 23 Chapel Street, Bishop's Itchington, CV47 2RB – Erection of an A Board advertising sign on the green at the intersection of Gaydon Road and Chapel Street

Consent granted with Conditions

8. County, District & Parish Liaison:

To exchange latest information with WCC and SDC councillors.

9. Replacement Clerk/RFO Update:

To update the parish council on the recruitment process.

- 10. Councillor Vacancies:**
Update on the vacancies created by the resignations of Cllr David Howatson and Cllr Simon Tagg-Wilkinson
- 11. British Telecom Payphone Removal:**
To discuss the parish council's response to the proposal removal of the British Telecom Payphone located on the green at the junction of Gaydon Road and Chapel Street
- 12. Football Club Parking:**
To discuss the issue of how cars park when attending football matches at weekends.
- 13. Review of Meeting Calendar 2025/26:**
To review and approve a different date for the May meeting of the Parish Council.
- 14. Parish Council Website:**
To discuss additional items to be included on the parish council website.
- 15. Signage:**
To discuss the possibility of replacing the white information sign located on Station Road that points to the post office and shops.
- 16. Review of Standing Orders:**
To review and adopt Standing Orders
- 18. Consultation - Parking Standards Supplementary Planning Document Update – April 2025**
To consider whether the Parish Council wishes to respond to Warwickshire District Council's consultation.
- 19. Consultation - Residential Design Guide Supplementary Planning Document Update–April 2025**
To consider whether the Parish Council wishes to respond to Warwickshire District Council's consultation
- 20. Finance:**
 - i. To receive monthly financial report for April 2025,
 - ii. To receive bank reconciliation reports for April 2025
 - iii. To approve accounts for payment 12 May 2025
 - iv. To receive and approve the Internal Audit Report 2024/25
 - v. To review and adopt Financial Regulations
 - vi. To carry out the annual review of the Risk Management
 - vii. To carry out the annual review of the Assets Register
 - viii. To carry out the annual review of Statement of Internal Control and Annual Review of Effectiveness of Internal Control
- 21. Annual Governance and Accountability Return 2024/25 Part 3 – Annual Internal Audit Report:**
To receive the completed Annual Internal Audit Report 2024/25.
- 22. Annual Governance and Accountability Return 2024/25 Part 3 (Section 1):**
To approve and sign the Annual Governance Statement.
- 23. Annual Governance and Accountability Return 2024/25 Part 3 (Section 2):**
To approve and sign the Accounting Statements.
- 24. Portfolio Holders Update:**
To receive updates from Portfolio Holders.

25. Reports and Questions:

Members may raise any matter in brief here.

26. Exclusion of Public & Press:

Confidential matters, including those identified during the course of the meeting, to be discussed here following a resolution to exclude the public under Section 100A of the Local Government Act 1972.

1. Quote to complete the second part of the hedge laying at St Michaels Church

2. Disposal of old laptops,

3. Quotes for Painting of the Chapel (exterior and interior),

4. Quotes for work:

i. Hidden Green Fence

i. Playing Field Fencing

ii. Repair to playing Field Bench

iii. To create paved area in front of playing field/orchard benches

iv. To install new memorial bench

v. To install new Noticeboard

vi. To repair/replace post to fencing at cemetery

vii. Fencing between children's play area and the brook/Ivy Cottage

viii. Pavilion Asbestos

27. Date of Next Meeting:

To be agreed.