

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 2 October 2023

Present:

Cllr Kettle (Chairman) Cllr Gates Cllr Thomas Cllr Tressler

Absent:

5 Vacant seats

In Attendance:

Karen Stevens - Clerk to the Council

Cllr Nigel Rock – District Councillor

Jeoffery Hobday – Localities Officer

Public:

6

23/155 Apologies:

Cllr Tagg-Wilkinson due to business – his apologies were accepted.

23/156 Declarations of Interest:

None

23/157 Dispensations:

None.

23/158 Minutes:

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 3 July 2023 as a true and complete record of that meeting. (Proposed Cllr Thomas, seconded Cllr Gates, all in favour).

23/159 Public Forum:

Jeoff Hobday advised that he works for Warwickshire County Highways and his job title is Local Area Surveyor. His role is to maintain the network and improve it where he can, but generally to keep a network up to the correct specification with maintenance throughout an extremely large rural area of Warwickshire. He advised that the following works have been recently undertaken or are due to be carried out in Bishop's Itchington:

- Flood prevention works to layby at the cemetery to alleviate flooding at the cemetery entrance. Works will include installing two additional gullies and grips (trench in verge) to disperse the water. It is hoped to commence the work on 24 November,

- New kerb line installed along Ladbroke Road to prevent erosion at the edge of the carriageway,
- White line painting on Chapel Street to show to demarcation of edge of carriageway (on bend by the entrance to the playing field),
- Fisher Road – patching to be undertaken outside the surgery requiring a road closure (provisional date 8 November),
- Huckson Road – footpath reconstruction (provisional date 23 November),
- Lakin Drive – resurfacing (provisional date 3 January 2024),
- Ladbroke Road/Central Drive - resurfacing of the path. A date has yet to be arranged as it needs to be undertaken during a school holiday,

If a councillor sees areas of flooding or damaged road surface that you consider to be a health and safety hazard (the minimum drop in the edge of the carriageway to cause concern is 200mm, on a carriageway depends on the class of road and speed of road (it use to be based on 50mm in wheel track but this has been done away with and a risk assessment needs to be undertaken instead)) it can be reported via the Warwickshire County Council website (include a photo where possible) or ring the call centre (not fix-my-street).

Q: How much notice does a contractor have to give to close a road?

A: If it is classed as an emergency, safety to public, the road can be closed immediately, and a retrospective permit is then completed. If it is an emergency i.e., tree has fallen then the road is closed immediately with no diversions put into place. If a utilities company have an issue that is of risk to life or cause injury, they can close it but must put a diversion in place. For a 3-day closure, 3 days' notice is required; for a 5-day closure, two weeks' notice is required and if the road is going to be closed for planned works, 13 weeks' notice is required.

Q: Out of date signage (yellow advanced notice closures sign) i.e., the road will be closed to move HS2 tunnel boring machine, who is responsible for the removal of the signs?

A: HS2 are responsible for removing them. If a permit is applied for, as soon as the permit expires and the job is closed, every bit of equipment and sign should be removed. Failure to do so could result in fines of up to £1,000 per day (worst case scenario).

23/160 Co-option to the Parish Council:

Following a vote, it was **RESOLVED** to co-opt the following people as councillors on the Bishop's Itchington Parish Council:

Adam Dugmore

David Howatson

Alistair Lamont

Selena Ogden

Kate Williams. (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

All the co-opted councillors completed the 'Declaration of Acceptance of Office' form.

Petar Gugtkov was thanked for the interest he had shown in joining the parish council and for his participation in the process.

23/161 Planning Matters:

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

a. 22/01751/FUL

Land adjacent to Kingston Farm – Demolition of the existing grain store and its subsequent relocation onto to land further east. Proposed grain store to follow scale and appearance of the existing. The grain store relocation will move it away from the most public views down the valley towards Chesterton. It will be well hidden to the rear of the farm nearest Bishops Itchington, adjacent to the solar farm (where already been built up) and obscured from view behind tall mature hedging and trees front & back - but central enough within the farm estate private road system to work still, providing good turning circles and access for farm machinery.

It was **RESOLVED** to submit a response of 'No Representation'. (Proposed Cllr Thomas, seconded Cllr Gates, all in favour).

b. 23/02436/FUL

30 Dadglow Road, Bishop's Itchington, CV47 2TG – Replacement rear boundary fence

It was **RESOLVED** to support planning application number 23/02436/FUL because of the residential amenity of the garden which was lost as a consequence of the development located behind it. (Proposed Cllr Kettle, seconded Cllr Dugmore, all in favour).

c. 23/02415/FUL

37 Gaydon Road, Bishop's Itchington, CV47 2QW – Single storey side extension and garage conversion

It was **RESOLVED** to submit a response of 'No Representation'. (Proposed Cllr Tressler, seconded Cllr Gates, all in favour).

ii. To review/note additional information regarding the draft CCTV Condition 13 – Bishops Bowl Fishery.

The additional information submitted was noted.

23/162 County and District Liaison:

SDC – Cllr Nigel Rock advised that, following the boundary review that created new ward boundaries in 2022, there were now two councillors representing the ward – himself and Cllr Natalie Gist. Cllr Natalie Gist had circulated a brief report prior to the meeting. This included the following:

- The new Council Plan is being circulated for public consultation. The deadline for comments is 17:00 on Tuesday 24 October,

- Statement of Community Involvement consultation (planning) – deadline for comments is 17:00 on Friday 3 November. Some parish's have commented about the 21-day consultation period and the four response categories including 'No Representation',
- Peer Challenge. A lot of parishes are concerned about the whole planning process and therefore an online workshop has been arranged to discuss parish and town councils' experiences with SDC's planning services,
- Flooding problem with Cross Green flats. Severn Trent and Orbit are arguing about responsibility and the residents are stuck in the middle.

WCC – Cllr Kettle had circulated his report prior to the meeting and the clerk was asked to circulate the report to the newly co-opted councillors. He advised the following:

- Real problems with the Harbury Lane crossroads running over budget time wise partially caused by WDC Environmental Health Officers and the impact of the resident living by the crossroads from pile driving and from the contractor who, rather than undertaking other aspects of the works whilst the piling issue was resolved, undertook very little and work effectively stopped. As a District Councillor he feels this is wrong and the contractor should make up the time with weekend working.

23/163 Finance:

1. To receive monthly financial report for June 2023

It was **RESOLVED** to accept the Monthly Finance Report ending 30 September 2023 as presented (Appendix A). (Proposed Cllr Thomas, seconded Cllr Gates, all in favour).

2. To receive bank reconciliation report for September 2023,
Cllr Gates has viewed the September bank reconciliations and both are correct.

3. To approve accounts for payment 2 October 2023,

It was **RESOLVED** to approve the Accounts Payable on 2 October 2023 (Appendix B). (Proposed Cllr Gates, seconded Cllr Thomas, all in favour).

Cllrs Gates and Thomas agreed to authorise/process the payments.

23/164 Plough Lane Allotments :

The allotments are located off Plough Lane by the Solar Farm. The allotments are nothing to do with the parish council but are owned by Bishop's Itchington Parish Charity set up several years ago (Poor Charity and Church Charity). The people who built the solar farm donated £20,000 to the Parish some of which was to upgrade and provide water to the allotments and some was to improve car parking for the playing field. Most of the money has been spent but there is still no water to the allotments making them difficult to use. The Parish Charity is chaired by the vicar and there is one ex-officio member who is the chair of the parish council, The Parish Charity has not met for several years and therefore may be considered as 'wound up' by the Charities Commission. There is now a problem with the allotments in that the allotment committee who was managing them has folded and therefore the Clerk stepped in temporarily to look after them although this is not part of her job, and we now work out how to move forwards.

It is a community asset with 25 plots of varying sizes, all plot holders are residents of the village, and they pay an annual fee for the plot (the fee is paid to the Village Charities).

It was agreed that Cllr Kettle would arrange a meeting with the Trustees and report back to the next meeting.

It was requested for the next meeting that what we are discussing is defined and therefore specific i.e., whether the charity has automatically dissolved, does the clerk continue to manage the allotments, are we legally able to make a financial contribution to the management running etc.

23/165 D-Day 80: 6 June 2024:

It was agreed that the parish council will support this event and the clerk will speak to the church regarding lighting their beacon on the day.

23/166 Draft Revised Statement of Community Involvement Consultation – 21 September to 3 November 2023:

This an important document requiring a response from the parish council but due to time constraints tonight, it is unable to be discussed fully. Councillors who have background experience in this were asked to look through it and summarise their thoughts to the clerk via email by 31 October 2023. Cllr Tagg-Wilkinson has already submitted comments.

23/167 Peer Challenge re Stratford District Councils Planning Service:

Councillor Thomas agreed to represent the parish council and Cllr Gates will be the reserve.

It was **RESOLVED** that as a Council, having reached 10.00pm, members are happy to continue the meeting to its conclusion. (Proposed Cllr Lamont, seconded Cllr Howatson, all in favour).

23/168 Environment & Properties:

1. Children's Playground Update:

- Cllr Thomas and the Clerk attended a playground inspection training course,
- All the new signage has been installed,
- Awaiting annual inspection reports. Cllr Thomas made the council aware that although we were under the impression that ROSPA were carrying out the inspections it is a private organisation who had purchased the rights to use the ROSPA logo on their website and therefore next year, we may want to look elsewhere for inspectors,
- Vandalism of the sunshade canopy is disappointing. Cllr Kettle will approach the CCTV expert at SDC to advise on possible CCTV within the playground. At the training session it was stated that CCTV in playgrounds is not only useful to track vandalism but also to mitigate against fraudulent claims for accidents.

2. Hard Courts Update:

It was **RESOLVED** to agree £300 plus VAT be spent to provide additional netball markings. (Proposed Cllr Gates, seconded Cllr Thomas, all in favour).

3. Cemetery:

i. Grave Crosses:

There is a proposal whereby a family would like to flag certain graves in the cemetery with light bronze/gold metal crosses. The crosses stand 36" tall of which 14" would be below ground and they would have a small plaque attached to the centre of the cross stating the name of the deceased. There is a concern that they may not be substantive enough to survive mowing/trimming and the colour is not in keeping with the cemetery.

It was agreed to defer the decision until the next meeting and Mr Branson will be invited to attend the meeting. The Clerk will forward a copy of the cemetery rules and photos of the crosses.

23/169 Reports and Questions:

- In the absence of Cllr Tagg-Wilkinson, Cllr Tressler brought up the following on his behalf: Knightcote Road Solar Farm – the land this is being built on has areas of archaeological remains and Cllr Tagg-Wilkinson feels that it should be brought to the attention of SDC even though it has gone through planning and permission was granted. He feels that there needs to be some provision and we should challenge back that when they start work, are they making the right provision to look after it. Cllr Tressler has also had a phone call from John Bolton and therefore he feels it needs noting that there is concerns that there could be disruption to quite historical land areas there It is part of their planning conditions and the concern is who is enforcing it . SDC should be reminded of their responsibilities and question what procedures they have in place to ensure the archaeological findings are properly addressed by the planning authority. They have a professional duty to read what is being uncovered – the site is next to Old Town, there were some artefacts found, there is a Roman Villa at Gaydon and there are possibly other roman sites within the area. If SDC do nothing, then anything that is there will be buried. It was agreed that the Clerk write to SDC reminding them of their responsibility, and to ask them to explain to us what mechanisms they have in place to ensure that archaeological artefacts are preserved,
- A resident using the playground has informed us that a picnic table at the top has many wasps swarming around a bush by it.

23/170 Date of Next Meeting

The next meeting the ordinary meeting of the parish council will take place on Monday 6 November 2023 at 7.30pm at the Community Centre.

Meeting closed at 22:20

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

APPENDIX A

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

		Budget 2023/2024	Reserve Movements	Actual Net	Balance
INCOME					
Bishops Itchington Parish Council					
10	Precept	£108,840.00	£0.00	£108,840.00	£0.00
20	Council Tax Support Grant	£0.00	£0.00	£0.00	£0.00
30	Burials	£2,500.00	£0.00	£1,750.00	-£750.00
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£0.00	-£1,300.00
50	Playing Field	£257.00	£0.00	£356.52	£99.52
60	Interest - Current	£443.00	£0.00	£717.92	£274.92
61	Interest - Pavilion Fund	£0.00	£0.00	£1,417.24	£1,417.24
70	Grants	£0.00	£0.00	£0.00	£0.00
80	Misc	£0.00	£0.00	£700.27	£700.27
90	VAT Refund	£0.00	£0.00	£43,487.95	£43,487.95
100	Pavilion Fund	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£113,340.00	£0.00	£157,269.90	£43,929.90
Total Income		£113,340.00	£0.00	£157,269.90	£43,929.90
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£32,847.00	£0.00	£15,919.62	£16,927.38
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£13,540.00	£0.00	£5,615.14	£7,924.86
230	Grounds Maintenance	£28,100.00	£0.00	£13,227.09	£14,872.91
240	Cemetery & Churchyard	£5,369.00	£0.00	£7,907.01	-£2,538.01
250	Playing Field	£21,909.00	£0.00	£178,961.44	-£157,052.44
260	Grants	£10,000.00	£0.00	£2,942.59	£7,057.41
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
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	£5,530.00	£0.00	£2,681.67	£2,848.33
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£118,795.00	£0.00	£227,254.56	-£108,459.56
Total Expenditure		£118,795.00	£0.00	£227,254.56	-£108,459.56
Total Income		£113,340.00	£0.00	£157,269.90	£43,929.90
Total Expenditure		£118,795.00	£0.00	£227,254.56	-£108,459.56
Total Net Balance		-£5,455.00		-£69,984.66	

APPENDIX B

Bishop's Itchington Parish Council					
Accounts Payable 2 October 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 01/10/23)	s/order	£ 440.00	£ -	£ 440.00	
Three Business (mobile sim 22/09/23)	d/debit	£ 4.17	£ 0.83	£ 5.00	
E.ON Next (pavilion electricity 20/09/23)	d/debit	£ 40.87	£ 2.04	£ 42.91	
OneCom Ltd (Telephone/Broadband 29/09/23)	d/debit	£ 65.67	£ 13.13	£ 78.80	
	Sub-total	£ 550.71	£ 17.03	£ 566.71	
<i>Accounts for payment on 2 October 2023</i>					
J Kirtan (Salary)	231001	£ 53.99	£ -	£ 53.99	
V Powell (Salary)	231002	£ 129.32	£ -	£ 129.32	
K Stevens (Salary)	231003	£ 1,544.40	£ -	£ 1,544.40	
HRCM (PAYE)	231004	£ 445.70		£ 445.70	
WCC Pension Fund (August)	231005	£ 508.44	£ -	£ 508.44	
K Stevens (Expenses - Mobile Sim for August and September)	231006	£ 16.00		£ 16.00	
Claranet (Corporate Domain Registration (October))	231007	£ 5.05	£ 1.01	£ 6.06	
CleanCouncils (Insurance - Year 2 of 3)	231008	£ 1,026.45		£ 1,026.45	
Fosse Contracts Limited (Line marking on hard courts)	231009	£ 4,430.00	£ 886.00	£ 5,316.00	
Light Media (Hosting of Website)	231010	£ 90.00	£ 18.00	£ 108.00	
P Reason (Expenses - apple tree and hazel whips)	231011	£ 37.40	£ -	£ 37.40	
PWC (Bus Shelter cleaning Ref 199/000181)	231012	£ 45.00	£ -	£ 45.00	
Shakespeare Martineau (Memorial Hall Land Registration)	231013	£ 1,500.00	£ 300.00	£ 1,800.00	
Shakespeare Martineau (Memorial Hall Land Registration Fee)	231014	£ 50.00	£ -	£ 50.00	
Thomas Fox Landscaping (Mowing/Strimming & works to playing fields)	231015	£ 2,875.54	£ 575.10	£ 3,450.64	
	Sub-total	£ 12,757.29	£ 1,780.11	£ 14,537.40	
	TOTAL	£ 13,308.00	£ 1,797.14	£ 15,104.11	