

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 5 February 2024

Present:

Cllr Kettle (Chairman) Cllr Dugmore Cllr Howatson Cllr Lamont Cllr Ogden
Cllr Tagg-Wilkinson Cllr Thomas Cllr Tressler

In Attendance:

Karen Stevens - Clerk to the Council
Cllr Gist – District Councillor

Public:

2

24/24 Apologies:

Cllr Ogden – Holiday
Cllr Williams – Prior commitment

Their apologies were accepted.

24/25 Declarations of Interest:

None

24/26 Dispensations:

None.

24/27 Minutes:

- i. Minutes of ordinary parish council meeting held on 8 January 2024. Following discussion.
It was **RESOLVED** to approve minutes of the ordinary parish council meeting held on 8 January 2024 as a true and complete record of the meeting.
- ii. Minutes of extraordinary parish council meeting held on 22 January 2024
It was **RESOLVED** to approve minutes of the extraordinary parish council meeting held on 22 January 2024 as a true and complete record of the meeting.

24/28 Public Forum:

Two members of the public attended regarding The Scene.

24/29 Planning Matters:

- i. 24/00062/ADV
Bishops Cross Car Sales, Gaydon Road, Bishop's Itchington, CV47 2QW – 2 No. Folded Aluminium Facias, 1 No. set of built-up acrylic letters on rails, 1 No. projecting sign, 4 No. vinyl graphics and No. 1 post mounted totem sign.

It was **RESOLVED** to submit a response of 'No Representation' with a note to the effect that the sign should only be illuminated during the opening hours of the premises to reduce unnecessary light pollution.

- i. To discuss a pre-planning request from Cornerstone regarding Proposed Base Station Installation Upgrade at Cornerstone 20554525, Manor Farm, Plough Lane, Bishop's Itchington, CV47 2QG, NGR: E: 438474 N:257782 The changes are minor and as a pre-planning request, it was agreed not to respond to the letter.
- ii. The parish council noted the following planning decisions:
 - a: **23/02966/FUL**: 29 Rupert Kettle Drive, Bishop's Itchington, CV47 2PU – Ground floor and first floor extension. Permission with Conditions.
 - b: **23/03062/FUL**: 31 Hambridge Road, Bishop's Itchington, CV47 2RH – Erection of a single storey rear extension and erection of single storey outbuilding. Permission with Conditions.
 - c: **23/01732/FUL**: Kingston Farm, located West of Kingston Barn Cottages, Chesterton – Conversion of Agricultural unit to residential dwelling and associated landscaping. Permission with Conditions.
 - d: **23/01733/FUL**: Kingston Farm, located West of Kingston Barn Cottages, Chesterton – Conversion of an existing agricultural unit to a single residential dwelling with associated landscaping. Permission with Conditions.
 - e: **23/03403/FUL**: Harzburg, High Street, Bishop's Itchington, CV47 2QA – The erection of a bespoke timber framed garden room extension to replace existing white UPVC conservatory. Permission with Conditions.
- iii. The parish council noted the following amendment:

23/01732/FUL: Kingston Farm, located West of Kingston Barn Cottages, Chesterton – Conversion of Agricultural unit to residential dwelling and associated landscaping. An amendment/additional information has been received for the application shown above as follows:

Proposed extension omitted;

Ecology mitigation measures added

24/30 County and District Liaison:

Stratford District Council (SDC) – Cllr Gist had circulated her report prior to the meeting and then went through the report verbally. This covered the topics of:

- Budget Consultation,
- Stratford on Avon Community Climate Change Fund
- Cost of Living Support,
- Green Bin Subscriptions,
- Community Safety.

Cllr Gist agreed to speak to Community Safety regarding recommendations for CCTV in the play area.

Warwickshire County Council (WCC) – Cllr Kettle had circulated his report prior to the meeting. He drew attention to the budget, He advised:

- Resurfacing of the footpath from Central Dive to the school is scheduled for the February half term,
- It has been established that the hedge along the drive to Dadglow Farm belongs to the Parish Council.
If the hedge is cut down, footballs will land in people's properties on a regular basis and therefore, cutting the hedge down may cause more problems. It was agreed to put this on a future agenda,
- New trees on the POS at the junction of Gaydon Road/Chapel Street have been put in by WCC.

24/31 Working Parties and Their Members, Representatives to Outside Bodies and Vice Chairperson:

It was **RESOLVED** to confirm the following areas of responsibility, representatives to outside bodies and vice chairman for the remainder of the municipal year:

Biodiversity/Climate Change – Cllr Tagg-Wilkinson
Churchyard and Cemetery – Cllr Ogden
Planning – Cllr Dugmore
Finance – Cllr Kettle
Play Area/Hard Courts/Playing Fields – Cllr Thomas
HR – Cllr Williams
Social Media – Cllr Lamont with support from Cllr Dugmore
The Scene – Cllr Tressler
Police Liaison – Cllr Thomas/Cllr Dugmore
Allotments – Cllr Lamont

Representatives to Outside Bodies:
Memorial Hall – Cllr Tressler
BI Community Group – Cllr Kettle and Cllr Thomas
Village Charities – Cllr Kettle and Cllr Dugmore

Vice Chairperson: Cllr Thomas

24/32 The Scene:

It was agreed to use social media to raise awareness of the proposals, express interest and to put the item on the agenda for April's meeting. Cllrs Tressler, Dugmore and Lamont to progress this.

24/33 Review of Warwickshire County Council's Rights of Way Improvement Plan:

A response was formulated. The Clerk will transfer this on to the appropriate paperwork and return the survey.

24/34 Warwickshire Fire and Rescue Service Resourcing to Risk Proposals:

It was agreed that the clerk would respond that the information provided is not adequate to make an informed response.

24/35 Environment & Properties:

- i. Children's Playground Update:
It was noted that the path and rubber matting work had been completed.
- ii. Works Lane – anonymous letter sent to Cllr Kettle. The chairman and vice-chairman visited the site. A lorry loaded with timber was parked between Works Lane and the Itchen. No obvious signs of materials being brought in. Without evidence of commercial activity, nothing can be done. With evidence it would become a planning enforcement issue.
- iii. Parking – Old Road. Ownership of the green is to be confirmed. Clerk to obtain quotes to erect bollards/posts around the green with one removable one to allow access for the grass cutting machine.
- iv. Cemetery Rules – only allow stone and installed by a registered stonemason/monumental mason using the BS8415 requirement. Cllr Dugmore agreed to amend the wording to ensure it is consistent with stone. With the amendment it was **RESOLVED** to approve the revised cemetery rules.
- v. Scowcroft Drive/Knightcote Road Hedge.
It was **RESOLVED** to approve the cutting of the hedge at a cost of £250 plus VAT.

24/36 Finance:

1. To receive monthly financial report for January 2024
It was **RESOLVED** to accept the Monthly Finance Report ending 31 January 2023 as presented (Appendix A).
2. To receive bank reconciliation report for January 2024,
This was accepted as correct.
3. To approve accounts for payment 8 February 2024,
It was **RESOLVED** to approve the Accounts Payable 8 January 2024 (Appendix B).

24/37 Reports and Questions:

The reports and questions included:

- Parking on pavements
- Path from Bishop's Gate to Works Lane – bushes/brambles overgrown,
- Quotes for hedge laying at cemetery – quote to be obtained from Black Sheep and one other contractor.

24/38 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday 4 March 2024 at 7.30pm at the Community Centre.

Meeting closed at 21:25

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

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 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	£2,343.37	-£156.63
40	Sec 136 & Other Reimbursements	£1,300.00	£0.00	£450.00	-£850.00
50	Playing Field	£257.00	£0.00	£3,801.18	£3,544.18
60	Interest - Current	£443.00	£0.00	£1,281.90	£838.90
61	Interest - Pavilion Fund	£0.00	£0.00	£2,006.69	£2,006.69
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	£162,911.36	£49,571.36
Total Income		£113,340.00	£0.00	£162,911.36	£49,571.36
EXPENDITURE					
Bishops Itchington Parish Council					
200	Salaries & Expenses	£32,847.00	£0.00	£27,932.12	£4,914.88
210	Councillor Allowances	£500.00	£0.00	£0.00	£500.00
220	Administration	£13,540.00	£0.00	£10,331.16	£3,208.84
230	Grounds Maintenance	£28,100.00	£0.00	£21,534.72	£6,565.28
240	Cemetery & Churchyard	£5,369.00	£0.00	£7,907.01	-£2,538.01
250	Playing Field	£21,909.00	£0.00	£184,876.88	-£162,967.88
260	Grants	£10,000.00	£0.00	£5,161.68	£4,838.32
270	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
280	Other Expenditure	£1,000.00	£0.00	£100.00	£900.00
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	£4,441.67	£1,088.33
320	Pavilion Project	£0.00	£0.00	£0.00	£0.00
Total Bishops Itchington Parish Council		£118,795.00	£0.00	£262,285.24	-£143,490.24
Total Expenditure		£118,795.00	£0.00	£262,285.24	-£143,490.24
Total Income		£113,340.00	£0.00	£162,911.36	£49,571.36
Total Expenditure		£118,795.00	£0.00	£262,285.24	-£143,490.24
Total Net Balance		-£5,455.00		-£99,373.88	

APPENDIX B

[illegible]