

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Meeting Held on 10 January 2011 St Michael's Church Hall at 7.30pm

Present:

Cllr Kettle, Chairman Cllr Whittaker Cllr Christian-Carter
Cllr Kanwar (from 7.55pm) Cllr Wheeler Cllr Tagg-Wilkinson

Cllr Stevens (County)

Alison Biddle, Clerk to the Council

13 Members of the public

1. Apologies

Apologies were received from Cllr Heatley (sick), Cllr Macaulay (sick), Cllr Maddison (working), District Cllr Mann (holiday)

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

It was **RESOLVED** to accept the minutes of the Budget Meeting held on **15 November 2010** as a true and complete record of that meeting.

It was **RESOLVED** to accept the minutes of the Parish Council meeting held on **6 December 2010** as a true and complete record of that meeting.

4. Public Forum

All of those present expressed an interest in either affordable housing or the windfarm appeal. No other matters were raised.

5. Police Matters

No matters were raised.

6. Clerk's Report

There has been a burst pipe in the pavilion during the recent extreme cold weather. The Football Club has the matter in hand, but there may be a repair bill.

7. Affordable Housing

1. Review of Draft Public Consultation Document

Cllr Whittaker stated that he still felt strongly that an option not to build should be included in the questionnaire. He was supported by Cllr Christian-Carter. The Chairman reminded the Council that this matter had already been decided by a democratic vote at a previous meeting and the debate would not therefore be re-opened.

It was **RESOLVED** unanimously to approve the draft public consultation document subject to the following amendments:

- The words “The Parish Council needs your response” to be inserted on page 1
- Example question on page 2 to be highlighted in bold
- Wording on page 3 under “What Happens Next” to be changed to “The information will be collated and will be used.....”
- “Proposed layout” on page 4 to be changed to “Possible layout”
- Both layouts should be in colour if possible, otherwise both to be printed in black and white.

Cllr Kanwar arrived just at the beginning of the following item.

2. Acceptable Level of Response

After a lengthy debate, in which the various arguments for and against setting a minimum level of acceptable response to the questionnaire were considered, it was proposed that no minimum response rate should be set (proposed, Cllr Tagg-Wilkinson, seconded Cllr Kanwar). A vote was taken and it was **RESOLVED** by a majority of 4 to 1, with 1 abstention, that no minimum response rate should be set.

3. Final Arrangements

It was **RESOLVED** to set the deadline for responding to the consultation as 21 February 2011.

All arrangements are in hand for the document to be delivered with the February edition of Scene. It was suggested that the questionnaires should be numbered to ensure the validity of the returned questionnaires. The Clerk will contact SDC to ask whether it might be possible to borrow some ballot boxes. Permission has been obtained from the various shopkeepers to place the boxes on their premises.

It was agreed that an independent person should be appointed to extract and collate the responses.

8. Planning Matters

Planning Inspectorate Reference: APP/J3720/A/10/2142109/NWF

Appeal by: Broadview Energy Developments Ltd

Site at: Land between Bishop’s Itchington, Knightcote and Gaydon

Proposal: Erection of a 60m meteorological mast for a temporary period of two years

The deadline for making written representations in respect of the above appeal is 1 February 2011. It was agreed that Cllr Kettle would prepare a draft for circulation to members. Various points were raised during the discussion which will be taken into account when preparing the draft.

9. Finance

1. Monthly Financial Report

The same technical problem with the spreadsheet has appeared again. A revised report has been issued.

2. Accounts Payable

These were examined and passed for signing.

3. Proposed Budget 2011/12

The revised figures had been circulated following the salary review at the previous meeting. It was **RESOLVED** to approve the budget as shown at Appendix C.

4. Precept 2011/12

It was **RESOLVED** to set the level of precept for 2011/12 at £62,250. This is a reduction of £3,000 on the current year.

10. Information Sign, Station Road

Cllr Tagg-Wilkinson has spoken to the owners of the pub and the chip shop. He was unable to contact the Community Café. It was agreed that a brown sign would be most appropriate, with a cup, spoon and fork and the word "Refreshments".

The Clerk will obtain a quote from the sign makers and contact WCC again re their charges and report back at the next meeting.

11. Information from County & District Councillors

- The Localities Bill has been published but there is still no very detailed information available.
- The County and District budgets are still being negotiated.
- There will be no council tax increase this year.

Refuse collections had been badly disrupted by the snow and this fact was reported to Cllr Stevens

The problem with the empty grit bin in Hambridge Road, which was reported at the December meeting still needs to be followed up. Cllr Stevens will look into this.

Although the B4451 between the village and the M40 had been gritted, the snow stayed on the ground for longer than on other roads. Could it be that this road did not receive the same level of gritting? Cllr Stevens will find out.

District Cllr Tonge's absence was noted. He has not attended many meetings since his election.

12. BIPC 2011 Calendar

The draft calendar had been circulated and was approved. It was agreed that the Annual Parish Meeting should be renamed "Bishop's Itchington Annual Village Meeting".

13. Accounts Payable

It was **RESOLVED** to authorise the accounts payable.

14. Reports and Questions

- The Fisher Road name sign on the corner opposite to the fish and chip shop sign has been missing for some time. The Clerk will contact WCC.
- It appears that a residential property in Chapel Street may be being used as a commercial site. The Clerk will contact SDC.
- The local publican has complained that the police are not responding to reported incidents. He should be advised to keep all relevant details, including incident numbers, so this can be followed up if it happens again.

15. Confidential Matters

It was **RESOLVED** to authorise overtime payments to the Project Officer.

The meeting closed at 9.58pm

Signed.....Chairman

Date.....

Bishops Itchington Parish Council

Summary spend v budget by month

Appendix B

Dec-10 9	This month			Year to date		
	Actual £'s	Budget £'s	Variance £'s	Actual £'s	Budget £'s	Variance £'s
Budget Heading						
Salaries & expenses	1,965.60	2,250.45	(284.85)	17,536.76	20,254.09	(2,717.33)
Administration	586.09	187.08	399.01	5,914.64	5,596.08	318.56
Grasscutting & estate work	592.00	661.19	(69.19)	4,309.00	5,950.71	(1,641.71)
Cemetery & churchyard	83.96	186.70	(102.74)	6,154.11	7,198.03	(1,043.92)
Pavilion & playing field	394.00	318.87	75.13	5,110.58	5,530.30	(419.72)
Yellow Land	2,214.97	3,715.52	(1,500.55)	27,697.59	33,439.65	(5,742.06)
Community Group	-	166.67	(166.67)	2,000.00	1,500.00	500.00
Memorial Hall	-	100.42	(100.42)	80.00	903.75	(823.75)
Other grants	708.00	-	708.00	958.00	6,250.00	(5,292.00)
Section 137	-	-	-	5,000.00	36.90	4,963.10
Other Expenditure	-	40.00	(40.00)	117.00	360.00	(243.00)
VAT payments	134.57	-	134.57	2,579.34	-	2,579.34
Contingency	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Expenditure	8,662.06	8,689.40	(27.34)	81,889.74	90,207.01	(8,317.27)
Income	2,839.65	313.79	2,525.86	90,331.23	92,736.14	(2,404.90)
Surplus deficit	(5,822.41)	(8,375.61)	2,553.20	8,441.49	2,529.13	5,912.36
Balance brought forward	48,566.61	45,223.94	3,342.67	34,319.21	34,319.21	-
Balance carried forward	42,744.20	36,848.34	5,895.86	42,760.70	36,848.34	5,912.36

Bishops Itchington Parish Council
Detailed budget working papers 2011-12

Budget Heading	2010-11 Budget	2010-11			Additional spend	Inflation uplift 2.5%	2011-12 Budget	Totals
		Actual Apr-Nov	Forecast	Total				
Salaries & Expenses								
Net salaries	24,747	12,771	6,786	19,557			22,948	
PAYE and NI	-	1,314	657	1,971			1,270	
Pension contribution	2,008	1,486	743	2,229			2,655	
Chairman's and other councillor	250	-	250	250			250	
				-				
Total salaries & expenses	27,005	15,571	8,436	24,007				27,123
Administration								
Rent	10,000	2,450	1,800	4,250			10,000	
NALC/WALC	535	527		527			527	
Stationery	172	375		375			200	
Insurance	1,868	1,741		1,741	2.50%		1,785	
Room Hire	432	197	295	491	2.50%		504	
Training	528	149	75	224			500	
Information Commisioner	-	35		35			35	
SLCC subs	220	-		-			200	
Telephone & B'band	934	313	290	603			600	
Audit	533	600		600	2.50%		615	
WRCC	26	-		-	2.50%		50	
Other administration	464	477	150	627	2.50%		642	
Office Equipment	500	46		46	2.50%		47	
Travel expenses	150	169	84	253	2.50%		259	
Web site / IT	-	-	500	500				
CPRE Subscription	30	29		29	2.50%		30	
Total administration	16,391	7,106	3,194	10,299				15,993
Grasscutting + estate works								
Verges	4,631	3,552	356	3,908			4,911	
Trees & Hedges	2,500	165		165			2,500	
Footpaths (P3)	104	-		-			250	
Street Furniture	700	-		-			350	
Equipment (litter warden)	-	-		-			-	
Total grasscutting & estate works	7,934	3,717	356	4,073				8,011
Cemetery & Churchyard								
Caretaking	923	728	373	1,101			923	
Grasscutting	5,053	3,440		3,440			5,053	
Gang mowing	263	240		240			263	
Waste removal	552	392	193	586	2.50%		601	
Rates	202	364		364			364	
Chapel maintenance	500	-		-			750	
Trees, shrubs & hedges	250	75	1,250	1,325			250	
Reflective Area	-	-		-			1,000	
Path repair							2,450	
Memorial repair fund							500	
Software	16	831		831			320	
Total cemetery & churchyard	7,758	6,070	1,817	7,887				12,473
Pavilion & Playing Field								
Field Maintenance	108	25		25			108	
Signage & Bollards	-	-		-			-	
Caretaking	1,302	800	400	1,200			1,302	
Grasscutting	1,852	1,389		1,389			1,852	
Play equipment mtnce	571	557		557	2.50%		571	
Play equipment	-	-		-			-	
Pavilion mtnce	400	420		420			500	
Gang Mowing	809	624		624			809	
WPFA	15	-		-			-	
Water	31	41		41			41	
Security lighting	-	-		-			-	
CCTV	150	-		-			150	
Playing field equipment	1,250	860	350	1,210			500	
Total pavilion & playing field	6,487	4,717	750	5,467				5,832
Yellow Land								
Staff costs	20,255	16,919		16,919				
Equipment and materials	7,605	5,311		5,311			500	
Professional fees	-	1,343		1,343				

Bishops Itchington Parish Council
Detailed budget working papers 2011-12

Budget Heading	2010-11 Budget	2010-11			Additional spend	Inflation uplift 2.5%	2011-12 Budget	Totals
		Actual Apr-Nov	Forecast	Total				
Publicity and promotion	874	886		886				
Learning materials	3,999	696		696				
Office costs	10,787	57		57				
Other	1,066	272	3,100	3,372				
Total Yellow Land	44,586	25,483	3,100	28,583			500	
Community Group								
Property improvements	2,000	2,000		2,000		500		
Professional fees	-	-	250	250		500		
Other	-	-		-				

Bishops Itchington Parish Council
Detailed budget working papers 2011-12

Budget Heading	2010-11 Budget	2010-11			Additional spend	Inflation uplift 2.5%	2011-12 Budget	Totals
		Actual Apr-Nov	Forecast	Total				
Total Community Group	2,000	2,000	250	2,250			1,000	
Memorial Hall								
Hall improvements	1,000	-	1,000	1,000		1,000		
Grass cutting and maintenance	205	80		80				
Other	-	-		-		-		
Total Memorial Hall	1,205	80	1,000	1,080			1,000	
Grants to other village groups								
Church				-		-		
BISA	500	-	500	500		500		
Carnival	250	250		250		250		
Biodiversity Group	500	-	500	500		250		
Other	-			-		-		
Total other grants	1,250	250	1,000	1,250			1,000	
Section 137								
Best Kept Village Comp	21	-		-		21		
Grants	16	17	100	117		16		
Church Repair Fund	5,000	5,000		5,000				
Total section 137	5,037	5,017	100	5,117			37	
Other Expenditure								
Village information	480	-		-		480		
Election	-	117		117		100		
Other	-	-	5,000	5,000				
Total other Expenditure	480	117	5,000	5,117	10%		580	
VAT payments	-	2,428		2,428				
Contingency	-			-				
Transfers	-			-				
Total Expenditure	120,134	72,555	25,002	97,557	-		73,548	
Income								
Precept	65,250	65,250		65,250				
Burials	2,866	792	396	1,187		2,750		
Reimbursements	1,500	604	1,500	2,104		1,500		

Bishops Itchington Parish Council

APPENDIX C: Income and expenditure forecast for 2010-11

Income and expenditure (Exc Yellow land)	Actual	Forecast additional income / expenditure	Out turn
Reserves b/f 2010-11			9,118
Income 2010-11			
Precept	65,250		65,250
Income	1,953	2,159	4,111
	67,203	2,159	69,361
Forecast income			
EXPENDITURE			
Expenditure 2010-11			
Salaries	(15,571)	(8,436)	(24,007)
Admin	(7,106)	(3,194)	(10,299)
Grass cutting	(3,717)	(356)	(4,073)
Section 137	(5,017)	(100)	(5,117)
Cemetary & churchyard	(6,070)	(1,817)	(7,887)
Pavillion & play equipment	(4,717)	(750)	(5,467)
Memorial Hall	(80)	(1,000)	(1,080)
Other expenditure	(2,367)	(1,250)	(3,617)
Parish office		(5,000)	(5,000)
Yellow Land		(3,100)	(3,100)
VAT	(2,428)	-	(2,428)
Total expenditure	(47,072)	(25,002)	(72,074)
Net movement			(2,713)
Reserves c/f			6,406

Bishops Itchington Parish Council
Summary budget working papers 2011-12

Budget Heading	2009-10 Actual	2010-11 Budget	2010-11			2011-12 Budget
			Actual	Forecast	Total	
Salaries & Expenses	22,341	27,005	15,571	8,436	24,007	27,123
Administration	7,100	16,391	7,106	3,194	10,299	15,993
Grasscutting & estate works	7,889	7,934	3,717	356	4,073	8,011
Section 137	16	5,037	5,017	100	5,117	37
Cemetery & Churchyard	8,864	7,758	6,070	1,817	7,887	12,473
Pavilion & Playing Field	5,731	6,487	4,717	750	5,467	5,832
Yellow Land	Separate fund			3,100	3,100	500
Memorial Hall	3,380	1,205	80	1,000	1,080	1,000
Other Expenditure	6,813	3,730	2,367	6,250	8,617	2,580
VAT payments	1,249	-	2,428	-	2,428	-
Total Expenditure	63,381	75,547	47,072	25,002	72,074	73,548
Income exc Precept	7,660	5,297	1,953	2,159	4,111	5,070
Surplus/ (deficit) pre precept	(55,721)	(70,251)	(45,120)	(22,843)	(67,963)	(68,478)
Funded by:						
Surplus b/f	8,019	6,121	9,118	29,248	9,118	6,406
Transfer (to) / from reserves	(17,549)				-	
Surplus/deficit in period	(43,852)	(70,251)	(45,120)	(22,843)	(67,963)	(68,478)
Net position before Precept	(53,382)	(64,129)	(36,002)	6,406	(58,844)	(62,072)
Precept	62,500	65,250	65,250		65,250	62,250
Net surplus/ (deficit) post precept	9,118	1,121	29,248	6,406	6,406	178
RESERVE RECONCILIATION						
General reserve b/f	21,000	21,000	21,000	21,000	21,000	
Specific reserves	26,000	26,000	26,000	26,000	26,000	
Capital works reserve					-	
Memorial Hall	1,500	1,500	1,500	1,500	1,500	
Parish office	28,693	13,000	28,693	28,693	28,693	
Yellow Land	13,355	21,232	7,843	4,743	4,743	
	90,549	82,732	85,036	81,936	81,936	
Revenue reserves b/f	8,019	6,121	9,118	29,248	9,118	
Transfer to specific reserves	(17,549)		-		-	
Transfer from reserves					-	
Adjusted revenue reserves	(9,529)	6,121	9,118	29,248	9,118	
Surplus/ (Deficit) in period	18,648	(8,051)	20,130	(22,843)	(2,713)	
Revenue reserves c/f	9,118	(1,929)	29,248	6,406	6,406	
Total reserves c/f	99,667	80,803	114,284	88,341	88,341	