BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Meeting Held on 1 November 2010
St Michael's Church Hall at 7.30pm

Present:

Cllr Kettle, Chairman	Cllr Whittaker	Cllr Christian-Carter
Cllr Heatley	Cllr Kanwar	Cllr Tagg-Wilkinson
Cllr Macaulay	Cllr Maddison	

Cllr Stevens (County), Cllr Mann (District)

Alison Biddle, Clerk to the Council

17 Members of the public

1. Apologies

Apologies were received from Cllr Wheeler (holiday) and District Cllr Tonge (work).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

It was **RESOLVED** to accept the minutes of the Parish Council meeting held on 4 October 2010 as a true and complete record of that meeting.

4. Public Forum

Most members of the public present were interested in the item on affordable housing. No other matters were raised.

5. Police Matters

A rise in incidents of anti-social behaviour was reported. The police are rarely seen in the village and there has been no feedback from them with regard to recent reported incidents. There are concerns that this may be due to current staffing levels. It was agreed that the Clerk would write to the police to express concern at the lack of police presence in the village and to ascertain whether the allocation of resources has changed across the county. Local people are to be advised to keep a log of any incidents which have been reported to the police but which do not appear to have been followed up and pass this information on to the Clerk. The Parish Council will then take up the matter with the police on behalf of local residents. A notice is to be placed in Scene and on the Parish Council's notice board. It was acknowledged that local police officers work very hard, and therefore any notice should be carefully worded so it does not give the wrong impression.

6. Clerk's Report

Cllr Kettle is unable to attend this year's Remembrance Day Service to lay the wreath. Cllr Maddison volunteered to take his place.

The mark on the Memorial Hall plaque appears to be dirt rather than damage. Cllr Macaulay will ask the hall secretary to investigate.

7. Affordable Housing

1. **Station Road Site, South of Lodge Bungalow**
   The new access proposed by Follett's has now been considered by WCC which has advised that providing the sliver of land marked in red on the plan provided by Follett's can be acquired by WRHA, there should be no problem with the visibility splay and therefore this access would be acceptable. Neil Gilliver, from WRHA, has spoken to Follett's and believes that this would be achievable. The Planning Officer at SDC also supports further consideration of this site. Follett's architect is to provide an initial site layout.

2. **Sites for Inclusion in Public Consultation**
   Following latest advice from planning officers, the Rural Housing Enabler and WRHA, it seems likely that Site1: Gaydon Road/Plough Lane and New Site: Station Rd, south of Lodge Bungalow will both be included. It was less clear about Site 3: land behind existing houses west of Station Road. WRHA's advice is that it would be too expensive to develop this site owing to the extra land which would need to be bought to enable extensive landscaping and buffer zones. The Council did not make a decision about this.

3. **Details of Public Consultation**
   It was agreed to set up a working party comprising Cllr Tagg-Wilkinson, Cllr Kanwar and Cllr Heatley, to draw up a draft consultation paper for discussion and approval by the Council at the December meeting. There was a debate about whether the options presented to local residents should include the possibility of not building any houses at all, bearing in mind that the need for these homes had already been proved. It was **RESOLVED** by a majority of 5 to 3 that this would not be an option. Residents will simply be asked to indicate their preferred site for the building of these homes. The consultation paper is to include a robust introduction and explanation of events to date. The working party will also need to consider to whom the questionnaire should be addressed, e.g. should just one copy go to each household, or should there be additional questions to cover different members of the household? The Clerk will ask the Rural Housing Enabler to read through the draft before the next meeting.

It was felt that there were still some questions to be answered in relation to the advice given by the planning officer. The Clerk was therefore asked to contact SDC again and ask for a definition, in layman's terms, of a settlement boundary, what is meant by breaching a settlement boundary, and what is a sight line?

8. Finance

1. Monthly Financial Report
   There were no questions.

2. Accounts Payable
   These were examined and passed for checking.

It was **RESOLVED** to pay the cheque for the Remembrance Day wreath under Sec 137.

9. Scowcroft Drive Footpath Link

No further information had been received on this matter, which was deferred to the next meeting.

10. Information Sign, Station Road

Cllr Tagg-Wilkinson provided information relating to costs for designing and installing the sign which were much more favourable than the prices quoted by WCC. However, WCC's approval would still be required and there would be an administration charge for dealing with the application. It was calculated that the total cost would be a minimum of £460. Perhaps local businesses and organisations which would benefit from the sign ought to be asked to contribute? It was agreed that the Clerk would discuss with WCC, and Cllr Tagg-Wilkinson would consider the wording and talk to the owners of the local amenities.

11. Standing Orders

The draft document was reviewed by the Council and it was agreed to make the following amendments:

- "he" and "his" to be replaced by "he/she" and "his/her"
- Section 1 (j) all references to "standing" to be deleted
- Section 29 to be left blank for the moment while it is decided what the future procedure will be following the abolition of the Standards Board, and the review of the Code of Conduct.

It was also noted that in the original NALC model, Section 24 includes a reference to employees as well as councillors. The Clerk explained that this only applied in Wales. The Clerk is bound to maintain confidentiality as part of her contract of employment.

Section 25, the Power of Well-being, was also briefly discussed. The Clerk explained that she hoped the Council would be able to acquire this power in the near future. It was therefore agreed that this section should remain.

Section 11, Rescission of Previous Resolutions, was also noted as this has not previously been included in BIPC's standing orders, although it has always been recommended. The implications were considered and it was agreed that it should be included.

It was noted that meetings should not last longer than 2hrs 30mins and that this should be adhered to.

It was agreed that the Clerk would make the necessary amendments and that the final document would be placed on the agenda for approval at the next meeting.

12. Local Authority Publications Consultation

It was agreed that the concerns raised by this proposal did not affect this village and therefore it would not be appropriate to comment.

13. Community Forum

1. Parish Council's Future Involvement
   The usefulness of these meetings was discussed, bearing in mind that most of the participants would appear to be councillors and council officers, with only a small minority from the general public. It was pointed out however, that if the Parish Council withdraws from these meetings, it could have a detrimental impact in the future. It was therefore agreed to think about this and to reconsider at the next meeting.

2. Nomination of New Representative
   This item was deferred to the next meeting.

14. Information from County & District Councillors

- SDC has carried out a review of its senior management structure which will save £419,000
- A new housing strategy is being considered
- There is currently an on line budget exercise
- SDC has indentified savings of £383,000 through efficiency improvements
- Approx 1500 posts will be lost at WCC but most of these will be through natural wastage and voluntary redundancies
- WCC's current priorities are road repairs, adult services and community safety
- WCC plans to save £60 million over 3 years
- The NHS consultation has been completed
- There is now a Local Enterprise Partnership with Coventry which is run by businessmen to help create new small businesses

15. Trees in Scowcroft Drive

It was agreed that the small tree near to No 5 should be removed. A replacement is to be planted further away from the houses, in a more central position on the green.

16. Office Equipment

It was agreed to purchase the Sony Vaio EB2L9E at a cost of £492.76 ex vat. The Clerk was authorised to make the purchase on behalf of the Parish Council.

17. Accounts Payable

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

18. Reports and Questions

- A letter has been received from the PCC in response to the Cemetery Manager's notification about crumbling masonry in the church porch. The PCC hopes that there will be enough money left over from the current essential repairs fund to undertake this additional work. They are also considering erecting outside doors to the porch.
- The "No Motorcycles" sign at the Yellow Land has graffiti on it. There are two names included. The Clerk was asked to bring them to the attention of the police.
- There has been some fly tipping in Gaydon Road. SDC to be contacted.
- There are still some blank pages on our website. This is due to time constraints. The Clerk is aware of the problem and has it on the "to do" list.
- There has been an amendment to a planning application discussed last month. It was agreed that the Clerk would respond using her delegated powers.

The meeting closed at 10.00pm

Signed……..Chairman

Date……..

Bishop's Itchington Parish Council **APPENDIX A**

Accounts Payable 1 November 2010

To Whom Payable	Cheque No	Ex Vat	Vat Payable	Totals	Yellow Land
Urgent accounts paid since last meeting requring the formal approval of the Council					
C Austin (Bouncy Castle)	2384	£ 50.00		£ 50.00	£ 50.00
Accounts to be paid this week					
Staff Salaries	2385	£ 1,004.00		£ 1,004.00	£ 90.84
Staff Salaries	2386	£ 948.91		£ 948.91	£ 948.91
Staff Salaries	2387	£ 257.41		£ 257.41	
Staff Salaries	2388	£ 121.46		£ 121.46	
Staff Salaries	2389	£ 60.25		£ 60.25	
Staff Salaries	2390	£ 35.66		£ 35.66	
HMRC (PAYE)	2391	£ 600.96		£ 600.96	£ 329.16
WCC (LGPS)	2392	£ 261.21		£ 261.21	
DAB Graphics (interpretation board)	2393	£ 1,807.00	£ 316.22	£ 2,123.22	£ 2,123.22
Central Skips (rubbish removal)	2395	£ 80.00	£ 14.00	£ 94.00	£ 94.00
LTSB Commercial Finance (leaflets)	2396	£ 40.00		£ 40.00	£ 40.00
Glasdon Manufacturing Ltd (fixing kit)	2397	£ 31.14	£ 5.44	£ 36.58	£ 36.58
RBL Poppy Appeal (wreath)	2398	£ 16.50		£ 16.50	
Cornerways Electrical (pavilion light)	2399	£ 118.22	£ 20.69	£ 138.91	
S E Pickering (mileage)	2400	£ 24.40		£ 24.40	£ 24.40
C Redstall (Expenses)	2401	£ 110.71		£ 110.71	£ 110.71
T Batchelor (Grounds Maintenance)	2402	£ 651.72		£ 651.72	£ 45.00
Warwicks Training P'ship (t/courses)	2403	£ 60.00		£ 60.00	
A Biddle (Expenses)	2404	£ 64.68		£ 64.68	
K Grant (helium balloons)	2405	£ 20.00		£ 20.00	£ 20.00
Southam Office Supplies (stationery)	2406	£ 4.06	£ 0.71	£ 4.77	£ 4.77
Warwicks Training P'ship (t/course)	2407	£ 35.00		£ 35.00	
				£ -	
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				£ -	
	TOTALS	£ 6,353.29	£ 357.06	£ 6,710.35	£ 3,867.59

Bishops Itchington Parish Council
Summary spend v budget by month
Appendix B

Oct-10	This month				Year to date		
	Actual	Budget	Variance		Actual	Budget	Variance
7	£'s	£'s	£'s		£'s	£'s	£'s
Budget Heading							
Salaries & expenses	1,920.75	2,250.45	(329.70)		13,650.21	15,753.18	(2,102.97)
Administration	479.49	187.08	292.41		4,496.16	4,988.50	(492.34)
Grasscutting & estate wor	1,209.00	661.19	547.81		3,717.00	4,628.33	(911.33)
Cemetery & churchyard	843.62	946.07	(102.45)		5,679.19	6,065.26	(386.07)
Pavilion & playing field	1,418.52	698.94	719.58		4,382.60	4,512.49	(129.89)
Yellow Land	1,702.00	1,393.79	308.21		3,162.81	9,756.50	(6,593.69)
Community Group	454.49	166.67	287.82		2,000.00	1,166.67	833.33
Memorial Hall	-	100.42	(100.42)		80.00	702.92	(622.92)
Other grants	-	5,000.00	(5,000.00)		250.00	6,250.00	(6,000.00)
Section 137	-	-	-		5,000.00	36.90	4,963.10
Other Expenditure	-	40.00	(40.00)		117.00	280.00	(163.00)
VAT payments	228.54	-	228.54		2,071.31	-	2,071.31
Contingency	-	-	-		-	-	-
Transfers	-	-	-		-	-	-
Total Expenditure	10,011.76	13,766.34	(3,754.58)		65,844.72	72,517.86	(6,673.14)
Income	702.82	57,600.80	#########		87,172.73	92,108.55	(4,935.82)
Surplus deficit	(9,308.94)	43,834.47	#########		21,328.01	19,590.69	1,737.32
Balance brought forward	64,956.16	10,075.43	54,880.73		34,319.21	34,319.21	-
Balance carried forward	55,647.22	53,909.90	1,737.32		55,647.22	53,909.90	1,737.32