BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Meeting Held on 12 April 2010
St Michael's Church Hall at 7.30pm

Present:

Cllr Kettle, Chairman	Cllr Tagg-Wilkinson	Cllr Kanwar (from 7.40pm)
Cllr Maddison	Cllr Macaulay	Cllr Robins
Cllr Christian-Carter		

Cllr Mann (District) Cllr Patrick (District)

Alison Biddle, Clerk to the Council

6 Members of the public

1. Apologies

Apologies were received and accepted from Cllr Whittaker (away).

Apologies were also received from County Cllr Bob Stevens.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

It was **RESOLVED** to accept the minutes of the meeting held on 1 March 2010 as a true and complete record of that meeting.

The names of those attending the meeting held on 8 March 2010 (Planning Matters) had been recorded incorrectly. The list of attendees was amended to read as follows:

Present: Cllr Kettle, Cllr Tagg-Wilkinson, Cllr Harries, Cllr Macaulay, Cllr Robins, Cllr Madison

Apologies: Cllr Christian-Carter (working), Cllr Whittaker (away), Cllr Kanwar (working)

Following this amendment it was **RESOLVED** to accept the minutes of the meeting held on 8 March 2010 as a true and complete record of that meeting.

4. Declaration of Casual Vacancy

Cllr Harries has resigned. A casual vacancy was formally declared. The vacancy will be advertised straight away. The Clerk was asked to write to Mr Harries thanking him for his contribution to the work of the Council.

5. Public Forum

BI Community Project
Michelle Tuerena, speaking on behalf of the BI Community Project, reported that the café had opened today. There had been a good turn out from the public. The youth club will open for the first time on Friday evening. A neighbour has cut back the conifers which were shading his garden.

Bus Shelter
Mr Holmes had read about the possibility of a new bus shelter on Station Road and had concerns about this as the bus stop straddles his drive. There is no firm proposal for a bus stop but the Council has received some requests for one to be considered. Hence the article in Scene asking for residents' views. If the proposal is taken forward, residents will be consulted further. For the avoidance of doubt, the verge is the property of WCC.

6. Police Matters

It is believed that drug dealers are using the car park of the former British Legion clubhouse. The Clerk was asked to pass this information on to the police.

7. Planning

1. Land at Gaydon Road and Manor Road

Steve Bromley, planning consultant for Michael and George Mann, advised the Council that his clients will be putting forward these areas of land to SDC as being available for possible future development under the draft Local Development Framework Core Strategy. Mr Bromley explained that in the draft core strategy, Bishop's Itchington is identified as a Local Service Village. In his view this means that the village may be required to take a small scale development. He and his clients hope that the Parish Council will be willing to get involved with any such proposal and take a bottom up approach. Their proposal would be for mixed use development to include housing, small business units, local facilities and open space.

The main competitor to his clients' sites is the former cement works. However, Mr Bromley believes that his clients' sites are more suited to meet local need for a number of reasons not least because the cement works site is a large site dependant on the establishment of a rail link which would be a very difficult thing to achieve. It is also physically detached from the existing village whereas his clients' sites are close to the centre of the village. The cement works site is also on the wrong side of the village for easy access to the M40 and would necessitate a large amount of traffic travelling through the village. For these reasons Mr Bromley is of the opinion that his clients' sites would be more suitable from a planning point of view.

Mr Bromley emphasised that planning officers at SDC are genuinely interested in the Parish Council's views. It will be the Parish Council's decision whether to get involved or not but Mr Bromley feels it is likely that if the Parish Council does nothing, SDC will probably allocate land for development itself.

The Chairman stated that the Parish Council has been very proactive in establishing local housing needs, and that a Parish Plan has also been produced. However, Mr Bromley advised that the draft core strategy and LDF will reach far beyond this time scale. There are no figures available for the number of houses a Local Service Village may be expected to take but Mr Bromley suggests that it could be 40 to 50.

It was noted that the field at Gaydon Road is approx 4.75 hectares (11 acres) and the field at Manor Road is 4 hectares (10 acres). Current government guidelines are for 25 dwellings per hectare. Mr Bromley reassured the Council that although the land would be made available in its entirety, any development would not be so big that it covered the entire site.

2. Future Opportunities

Follett's have not yet presented any documents for discussion. This item was therefore deferred until the next meeting.

3. Planning Application S10CM004
Revision to restoration profile of central part of landfill site.
Ufton Landfill Site.

Cllr Whittaker had attended the recent Biffa liaison meeting along with Cllr Stevens and Cllr Patrick. He had advised the Clerk that he was in agreement with the proposal to re-profile the site. Cllr Stevens had also advised the Clerk that he agreed with the plans. Cllr Patrick endorsed these views. It was therefore **RESOLVED** to make no representations or comments.

4. Planning Application 10/00671/FUL
Insertion of 1.8m high timber gate into existing boundary wall on north east boundary
26, Butchers Close.

It was noted that the previous application had been withdrawn. It was **RESOLVED** to make no representations and no comments.

5. Planning Application 10/00632/LBC
Internal alterations to ground and first floors including change to internal staircase, replacement of an external door, fit new woodburning stoves including combustion air vents.
The Cottage, Station Road

It was **RESOLVED** to make no representations but add the following comment: The Victorian Society ought to be consulted and their approval sought.

8. Draft Core Strategy Consultation

It was agreed that in view of the large amount of time and money spent in the preparation of the Masterplan for the Harbury Cement Works Site, this policy should be transferred verbatim to the new plan. If not, a full explanation must be given as to why SDC has decided to set it aside and override the Inspector's decision. The Clerk was asked to draft a letter and to include the Inspector's recommendations as an appendix.

9. Clerk's Report

There is a problem with a loose memorial stone in the cemetery. It is leaning dangerously. Mrs Dronfield will be contacting the family concerned. It may be necessary to have the stone laid down. It was agreed that Cllr Christian-Carter and Cllr Tagg-Wilkinson would inspect the stone and would also draw up a policy for dealing with this in the future as it seems likely that a number of stones of around the same age may also be affected at some point. The Cemetery Manager needs a clear set of instructions as to how to proceed in these circumstances.

The Clerk reminded everyone about the Annual Parish Meeting on 26 April at 7.30pm, school hall. Please would councillors arrive early to help with setting out the room. Help is also needed to serve the drinks.

There have been more complaints about motorbikes accessing the cement works site via the Yellow Land. It was agreed that the Clerk should arrange for a sign to be installed stating that motorbikes are prohibited.

10. Finance

1. Monthly Financial Report

There were no questions.

2. Accounts Payable

All cheques were noted as per the schedule and they were passed for signing.

11. Playing Field

1. Review of Play Area Inspection Report

Cllr Kanwar had read the report. Most of the defects listed were very low risk. The rocker horse and tractor had been identified as nearing the end of their life but it was agreed that both of these were very popular with the children and were not high risk. However, there are a couple of problems with the swings which need to be rectified. The Clerk will ask the Parish Council's Play Area Inspector to look at these and make any necessary repairs. It was agreed that no further action is required at the current time.

2. New Benches and Dog Litter Bin

It was agreed that the Clerk should order 2 new benches and a green dog litter bin. The benches will cost approximately £400 each and the dog bin about £120 plus installation costs.

12. New Model Standing Orders

It was agreed that Cllr Tagg-Wilkinson and Cllr Macaulay would help the Clerk to draw up a new set of standing orders based on the new model, for approval and adoption by the Council.

13. Parking Problems

A request has been received from a resident for double yellow lines to be considered on one of the village roads where on road parking is causing a problem. It was agreed that it would be inappropriate to use double yellow lines in a village of this size. The police have visited the road which was the subject of a complaint by a resident and have confirmed that the car in question is not illegally parked or causing an obstruction. They did express concern however about the number of cars parked on the pavement which were causing an obstruction for pushchairs and wheelchair users. The Clerk was asked to write to the resident explaining the Council's view.

14. Old Hedgerow, Mandale Close

The Clerk will ask the Litter Warden to remove the litter and to include it in a monthly litter pick in future. She will also obtain advice about laying the hedge and write to Mrs Gleeson who has been concerned about the state of the hedge for some time.

15. Grant/Donation

The Council considered the application but decided to abide by its policy of not giving grants to individuals.

16. Information from District and County Councillors

- Cllr Patrick's seat at SDC is up for election on 6 May. Cllr Patrick has decided to stand down after 8 years.
- The Lib Dem candidate for SDC, Richard Tonge, was introduced.
- Has there been any progress on the Scowcroft Drive footpath?

The Chairman thanked Cllr Patrick for his diligence and input over the last 8 years. It has been much appreciated.

17. Accounts Payable

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

18. Reports and Questions

There were none.

Following this last item all members of the public were asked to leave so that the Council could discuss confidential items as below.

19. Confidential Items

The draft contract for the new member of staff was approved subject to two minor amendments by the Clerk.

The meeting closed at 9.50pm

Signed……..Chairman

Date……..

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

Accounts Payable 12 April 2010

Urgent accounts paid since last meeting requring the formal approval of the Council

To Whom Payable	Cheque No	Excluding Vat	Vat Payable	Totals	Yellow Land
Glasdon (Grit Bins)	2207	£ 334.40	£ 58.52	£ 392.92	
B.I. Community Project (Electrics)	2208	£ 1,666.89		£ 1,666.89	
C Redstall (Expenses)	2209	£ 17.32		£ 17.32	
WCC (Room Hire)	2210	£ 21.50		£ 21.50	
Staff Salaries	2211	£ 249.99		£ 249.99	
Staff Salaries	2212	£ 936.63		£ 936.63	
Staff Salaries	2213	£ 948.91		£ 948.91	£ 948.91
Staff Salaries	2214	£ 58.50		£ 58.50	
Staff Salaries	2215	£ 34.73		£ 34.73	
Staff Salaries	2216	£ 173.00		£ 173.00	
WCC (LGPS)	2217	£ 261.21		£ 261.21	
HMRC (PAYE)	2218	£ 533.22		£ 533.22	£ 279.31
Johnston Publishing Ltd (Advert)	2219	£ 312.20	54.64	£ 366.84	
Biffa Waste Services Ltd (cemetery)	2220	£ 104.16	£ 18.23	£ 122.39	
Tudor Environmental (Tools)	2221	£ 99.40	£ 17.40	£ 116.80	£ 116.80
Emorsgate Seeds (Wildflower mix)	2222	£ 49.92		£ 49.92	£ 49.92
R Sharples (Office rent)	s/order	£ 1,062.50		£ 1,062.50	
				£ -	
	Sub-totals	**£ 6,864.48**	**£ 148.79**	**£ 7,013.27**	**£ 1,394.94**

Accounts to be paid this week

To Whom Payable	Cheque No	Excluding Vat	Vat Payable	Totals	Yellow Land
WALC (Annual subs)	2223	£ 527.00		£ 527.00	
Information Commissioner	2224	£ 35.00		£ 35.00	
SDC (Cemetery Rates)	2225	£ 179.08		£ 179.08	
M Slater (Labour & fuel)	2226	£ 86.29		£ 86.29	£ 86.29
Viking Direct (Office supplies)	2228	£ 81.42	£ 14.25	£ 95.67	
Memorial Hall Committee	2229	£ 39.00		£ 39.00	
T Heatley (Internal Audit)	2230	£ 200.00		£ 200.00	
A Biddle (Expenses)	2231	£ 29.54		£ 29.54	
Southam Office Supplies	2232	£ 18.04	£ 3.16	£ 21.20	£ 21.20
T Batchelor (Grds Maintenance)	2233	£ 250.00		£ 250.00	
ANHSO Education (Training)	2234	£ 120.00		£ 120.00	£ 120.00
Biffa Waste Services Ltd (cemetery)	2235	£ 14.88	£ 2.60	£ 17.48	
M E Dronfield (Expenses)	2236	£ 81.73		£ 81.73	
C Redstall (Expenses)	2237	£ 88.45		£ 88.45	£ 88.45
BI Community Project	2238	£ 560.00		£ 560.00	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
	Sub-totals	**£ 2,310.43**	**£ 20.01**	**£ 2,330.44**	**£ 315.94**
	TOTALS	**£ 9,174.91**	**£ 168.80**	**£ 9,343.71**	**£ 1,710.88**

Bishops Itchington Parish Council
APPENDIX B
Monthly report

Mar-10	This month			Year to date		
	Actual	Budget	Variance	Actual	Budget	Variance
12	£'s	£'s	£'s	£'s	£'s	£'s
APPENDIX B						
Budget Heading						
			-			-
Salaries & expenses	1,572.62	1,817.92	(245.30)	22,067.02	22,926.82	(859.80)
Administration	254.74	231.59	23.15	7,099.70	8,173.71	(1,074.01)
Grasscutting & estate works	2,815.71	697.99	2,117.72	19,183.55	17,034.46	2,149.10
Section 137	-	-	-	16.00	-	16.00
Cemetery & churchyard	150.00	199.55	(49.55)	8,864.04	7,098.79	1,765.25
Pavilion & playing field	1,879.36	473.17	1,406.19	7,869.48	8,071.01	(201.53)
Memorial Hall	-	1,500.00	(1,500.00)	3,380.00	1,500.00	1,880.00
Other expenditure	1,062.50	10,000.00	(8,937.50)	4,673.68	10,250.00	(5,576.32)
VAT payments	-	-	-	1,249.02	-	1,249.02
Contingency	67	-	66.69	-	-	-
Transfers	-	-	-	-	-	-
Total Expenditure	7,801.62	14,920.22	(7,118.60)	74,402.49	75,054.79	(652.30)
Income						
Precept	-	-	-	62,500.00	62,500.00	-
Burials	-	179.17	(179.17)	1,977.00	2,150.00	(173.00)
Reimbursements	-	85.83	(85.83)	1,566.55	1,030.00	536.55
Playing field	-	2.48	(2.48)	31.01	29.70	1.31
Interest	-	209.98	(209.98)	849.67	2,519.82	(1,670.15)
P3 Grant	72.11	-	72.11	24,895.50	-	24,895.50
Other grants	-	-	-	-	-	-
Closing of B Gate fund	-	-	-	1,203.92	-	1,203.92
VAT refund	-	-	-	-	-	-
Total income	72.11	477.46	(405.35)	93,023.65	68,229.52	24,794.13
Surplus deficit	(7,729.51)	(14,442.76)	6,713.25	18,621.16	(6,825.27)	25,446.43