BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Meeting Held on 2 August 2010
St Michael's Church Hall at 7.30pm

Present:

Cllr Kettle, Chairman
Cllr Macaulay
Cllr Whittaker
Cllr Maddison
Cllr Kanwar

Cllr Stevens (County), Cllr Mann (District)

Alison Biddle, Clerk to the Council
Jenny Pickering, Cemetery Manager

John Hayward, Follett Property Holdings Ltd

11 Members of the public

The Chairman of the Parish Council had advised that he would be late arriving. The Vice-Chairman was also absent and therefore Cllr Macaulay was elected as chairman and opened the meeting.

1. Apologies

Apologies were received from Cllr Christian-Carter (sick) and Cllr Tagg-Wilkinson (sick). Cllr Tonge (District) also sent apologies (holiday).

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 5 July 2010 as a true and complete record of that meeting.

4. Public Forum

Members of the public present were all concerned with specific items on the agenda. No other matters were raised.

5. Police Matters

There is a lot of parking on footpaths again, and there is still a big problem with speeding cars. Residents need to note registration numbers or any other information which might help identify the culprits.

The police are proposing to set up a community forum via the Blue Butterfly Café. It was noted that the police had stopped attending PC meetings because of time constraints and yet this would seem to be even more time consuming. The Clerk was asked to write to the police to follow up this information and invite the Inspector to meet the Clerk and Chairman to discuss the situation further.

6. Clerk's Report

The Clerk confirmed that Cllr John Robins had resigned earlier that day and that the vacancy would be formally advertised as soon as possible.

A letter has been received from WCC about the re-surfacing of the road around the mini-roundabout. The surface has been inspected and a patch repair will be carried out as soon as possible. Cllr Stevens advised that he felt the response was fair.

The Clerk pointed out that the £5,000 grant made to St Michael's Church last month, had been made under Sec 137. This had been previously agreed, but the Clerk wished to have it formally minuted as such.

The Clerk will arrange for the repairs to the guttering and security light at the pavilion to be carried out. The security light needs a wire cage to protect it from footballs.

7. Planning Matters

10/00809/FUL
Change of use of agricultural building and yard to a mixed use of B1(c) "light industrial" and B8 "storage" including outside storage of caravans, trailers and containers.
Old Town Barns, Knightcote Road

Concerns were raised about the following issues:

- The impact of traffic from B1 and B8 usage on a 'C' road particularly given the nature of the double bends in the immediate vicinity of the access road;
- The potential impact of noise from B1 and B8 usage in a residential area;
- The close proximity of the site to a listed building; and
- The impact of the change of use in a rural environment

It was **RESOLVED** to include the above concerns in the PC's response to SDC.

Cllr Kettle arrived during this item and took over chairing the meeting from Cllr Macaulay.

8. Proposal by Follett Property Holdings Ltd

John Hayward pointed out that at the current time, there is no formal proposal, although there are lots of ideas.

With regard to the lease for the Community Centre (former RBL building), it is very unlikely that it would be extended to 5 years, but a good chance that it could be extended for another 12 months, with the possibility that there could be further discussions about a longer lease in the future. The head leaseholder is RBL, not Follett's.

Follett's new partnership with Tim Heatley is still not finalised and is in the hands of their respective lawyers.

Follett's remain very keen to work with the parish and have, at the Clerk's request, put forward possible sites for affordable housing. This includes the Station Road site which, John Hayward believes, could still be used with its existing access (the private road which runs from the B4451 to the Cottage) providing no more than 6 houses were built. Currently, Follett's do not own the Lodge Bungalow or the surrounding land, which would be required to install a new access, but they do not see this as a permanent impediment as they have an option to buy the land back in the future. John

Hayward explained that there would need to be some market housing on site as well, but he suggested that it might suit the village better to have 2 smaller sites of 6 affordable homes each alongside market housing rather than one larger site of 12 affordable homes plus market housing.

9. Scowcroft Drive Footpath Link

Cllr Mann has liaised with Orbit Housing Association and also the planning officers at SDC. It has been established that a full planning application would be required to install a new footpath link between Scowcroft Drive and Starbold Road. Orbit has offered to part fund the project which means that some funding will be needed from other sources too. Cllr Stevens will contact WCC Highways to see if they might be able to help but he will need a fully costed plan from Orbit.

A member of the public was concerned that the new path would pass underneath the arch on top of which is someone's home. He was worried that a public thoroughfare would encourage anti-social behaviour in this area. He suggested that WCC should compulsorily purchase the existing field path which is a public right of way so that the surface could be upgraded without the need for the permission of the landowner. There would then be no need to install a completely new path. Cllr Stevens agreed to find out whether compulsory purchase might be a possibility.

10. Plough Lane Allotments

The Parish Council has received copies of letters of complaint which were sent to WCC. The allotments are owned by the Village Charities Committee and are not a matter for the Parish Council.

11. Local Authority Formal Consultation Dates

SDC recently gave an incorrect date on their website for the consultation deadline in respect of the Community Centre's new premises licence application. They have now said that they will no longer advertise the dates on their website to ensure this doesn't happen again. As a result of SDC's error, the Parish Council's comments on the licence application were received out of time and were only allowed to be taken into account by the licensing panel after a lengthy discussion and representations by the Chairman of the Parish Council. The Clerk was asked to write to SDC's Chief Executive to complain about SDC's stance over this issue. Copies are to be sent to the Senior Licensing Manager and the portfolio holder.

12. Cemetery Rules & Regulations

It was **RESOLVED** to make the following amendments to the regulations:

1) Page 3, Section 2 , to add the following rule (brought forward from Guidance Notes for Grave Owners on page 11):-
   Planting, the locating of flower vases or artefacts within the grave area is not permitted once the Council has replaced the turf. All such items must be located on the Memorial foundation area only. The Council reserves the right to remove and dispose of (at their discretion) any items placed on the turf that prevent or interfere with the maintenance of the grave.

2) Page 3, Section 2, to add the following rule:-
   The placing within the Cemetery of candles, electronic or solar lighting devices is not permitted.

The regulations will now be re-drafted accordingly.

13. Consultations

It was agreed to make no comments on the following consultations.

1. Draft Rights of Way and Recreational Highway Strategy – deadline 27 August 2010
2. Warwickshire Draft Local Transport Plan 3 (LTP3) – deadline 28 August 2010

14. Information from County & District Councillors

- There may be shared services between the district and county councils to save money
- There have been problems with the time SDC is taking to answer telephone calls
- SLM has been awarded a new 7 year contract for the 4 leisure centres in the district.
- It has been announced that 3 fire stations will close
- Approximately 20% will need to be saved during the budget review
- A police white paper has been published which provides for an elected Chief Constable
- WCC has reviewed the cost of running care homes. Some will be sold off and replaced by sheltered housing.
- The academy programme will take schools out of local authority control.
- The Regional Spatial Strategy has been scrapped. Localism is the way forward.

Cllr Macaulay left the meeting for 5 minutes during this last item.

15. Co-option of Parish Councillor

Alan Heatley offered to apply for the new vacancy which is to be advertised following the resignation of Cllr John Robins. The Parish Council therefore **RESOLVED** to co-opt Melanie Wheeler to the existing vacancy. Thanks were expressed to Alan Heatley for his co-operation.

16. Working Groups 2010/11

1. Parish Plan Review
   Cllr Whittaker, Cllr Maddison and new councillor Melanie Wheeler were selected to form the Parish Plan Review Group.
2. Follett's Proposals
   It was not deemed necessary to form a working party until Follett's provide a proposal.
3. Membership of Groups
   Following Cllr Robins resignation, Cllr Macaulay volunteered to act as the PC representative on the Memorial Hall Committee until the end of the year. Membership of groups was confirmed as shown in appendix C attached.

17. Finance

1. Monthly Financial Report
   There were no questions.

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

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

18. <u>Reports and Questions</u>

- There has been more speeding in the village, including Chapel Street.
- Parking on pavements is still an issue
- One of the stepping logs has been removed from the play area because it was loose. The Clerk is aware of this and it will be repaired soon.
- Could we have more benches in the village? This needs to be considered in the budget.
- The Clerk was asked to send a letter of thanks to the Carnival Committee. This year's event was very successful and they should be congratulated.
- There are plans to have some Christmas lights in the village this year.

The meeting closed at 10.15pm

Signed……..Chairman

Date……..

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

Accounts Payable 2 August 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					
				£ -	
				£ -	
Accounts to be paid this week					
Staff Salaries	2303	£ 912.96		£ 912.96	
Staff Salaries	2304	£ 948.91		£ 948.91	£ 948.91
Staff Salaries	2305	£ 257.41		£ 257.41	
Staff Salaries	2306	£ 151.66		£ 151.66	
Staff Salaries	2307	£ 60.25		£ 60.25	
Staff Salaries	2308	£ 35.66		£ 35.66	
WCC (LGPS)	2309	£ 261.21		£ 261.21	
HMRC (PAYE)	2310	£ 521.11		£ 521.11	£ 279.31
S Tagg-Wilkinson (fruit trees)	2311	£ 90.00		£ 90.00	
Elliott Group (Busy Bees visit expenses)	2313	£ 105.00	£ 18.38	£ 123.38	£ 123.38
Severn Trent Water Ltd (pavilion)	2314	£ 40.78		£ 40.78	
JILT (T-shirts)	2315	£ 349.00		£ 349.00	£ 349.00
St Michaels Church (Room Hire)	2316	£ 170.00		£ 170.00	
C Redstall (Expenses)	2317	£ 108.08		£ 108.08	£ 108.08
WCC (photocopying)	2318	£ 6.50		£ 6.50	£ 6.50
A Biddle (Expenses)	2319	£ 5.97		£ 5.97	
C Redstall (Expenses)	2320	£ 49.60		£ 49.60	£ 49.60
John Taylor Funeral Services (refund)	2321	£ 11.00		£ 11.00	
Zurich Management Services (LCAS)	2322	£ 95.00	£ 16.63	£ 111.63	
A Biddle (Expenses)	2323	£ 12.80		£ 12.80	
C Redstall (Printing)	2324	£ 32.50		£ 32.50	£ 32.50
T Batchelor (Grds Maintenance)	2325	£ 1,411.88		£ 1,411.88	
J Pickering (Expenses)	2326	£ 22.42		£ 22.42	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
	TOTALS	£ 5,659.70	£ 35.01	£ 5,694.71	£ 1,897.28

Bishops Itchington Parish Council

Summary spend v budget by month

Appendix B

Jul-10	This month				Year to date		
	Actual	Budget	Variance		Actual	Budget	Variance
4	£'s	£'s	£'s		£'s	£'s	£'s
Budget Heading							
Salaries & expenses	1,961.53	2,250.45	(288.92)		7,887.56	9,001.82	(1,114.26)
Administration	259.04	2,055.40	(1,796.36)		3,493.07	4,193.84	(700.77)
Grasscutting & estate work	592.00	661.19	(69.19)		1,776.00	2,644.76	(868.76)
Cemetery & churchyard	612.00	946.07	(334.07)		3,019.87	3,227.05	(207.18)
Pavilion & playing field	877.28	698.94	178.34		1,957.26	2,415.68	(458.42)
Yellow Land	181.59	1,393.79	(1,212.20)		619.26	5,575.14	(4,955.88)
Community Group	-	166.67	(166.67)		1,545.51	666.67	878.84
Memorial Hall	-	100.42	(100.42)		80.00	401.67	(321.67)
Other grants	-	1,000.00	(1,000.00)		250.00	1,000.00	(750.00)
Section 137	5,000.00	-	5,000.00		5,000.00	36.90	4,963.10
Other Expenditure	-	40.00	(40.00)		78.00	160.00	(82.00)
VAT payments	737.36	-	737.36		1,700.49	-	1,700.49
Contingency	-	-	-		-	-	-
Transfers	-	-	-		-	-	-
Total Expenditure	13,968.67	11,634.65	2,334.02		40,916.48	39,672.95	1,243.53
Income	296.26	313.79	(17.53)		33,766.69	33,880.17	(113.48)
Surplus deficit	(13,672.41)	(11,320.86)	(2,351.55)		(7,149.79)	(5,792.78)	(1,357.01)
Balance brought forward	40,841.83	39,847.29	994.54		34,319.21	34,319.21	-
Balance carried forward	27,169.42	28,526.43	(1,357.01)		27,169.42	28,526.43	(1,357.01)

APPENDIX C

BIPC Appointments 2010/11

Working Groups	Planning	Cemetery & Churchyard	Playing Field	Finance	Footpaths	Biodiversity	Parish Plan	Yellow Land Steering Group	HR	Total
Chris Kettle	√	√	√	√	√	√			√	7
Simon Tagg-Wilkinson	√	√		√	√	√		√		6
Judith Christian- Carter	√	√				√		√	√	5
Melanie Wheeler			√		√		√			3
Carol Maddison	√		√				√			3
Gerald Whitaker		√					√		√	3
Stuart Macaulay	√		√							2
Raj Kanwar			√	√					√	3
Vacancy										0
Coopted										
Pam Reason						√				1
Gordon Smith					√					1
	5	4	5	3	4	4	3		4	

Outside Bodies	Memorial Hall	BISA	WALC Area Committee	Ufton	Gaydon Liaison	Church	Community Forum	BICP	Total
Chris Kettle			√		√		√	√	4
Simon Tagg- Wilkinson			√					√	2
Judith Christian- Carter		√	√			√			3
Melanie Wheeler			√						1
Carol Maddison			√						1
Gerald Whitaker			√	√			√		3
Stuart Macaulay	√		√						2
Raj Kanwar			√						1
Vacancy									0
	1	1	8	1	1	1	2	2	