BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Meeting Held on 4 October 2010
St Michael's Church Hall at 7.30pm

Present:

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

Cllr Stevens (County), Cllr Mann (District)

Alison Biddle, Clerk to the Council
Chris Redstall, Yellow Land Project Officer (part of meeting)
John Hayward, Follett Property Holdings Ltd
Phil Ward, Rural Housing Enabler
Neil Gilliver, Warwickshire Rural Housing Association

21 Members of the public

1. Apologies

Apologies were received from Cllr Wheeler (sick), Cllr Maddison (family bereavement) and District Cllr Tonge (difficulty with child care arrangements).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

There was a query as to whether the possibility of not building any houses ought to have been included as a 4th option at item 7. The majority of members present recalled that this possibility was mentioned but not that it was agreed as a 4th option. It was therefore **RESOLVED** to accept the minutes of the Parish Council meeting held on 6 September 2010 as a true and complete record of that meeting without amendment.

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 was nothing to report.

6. Clerk's Report

There were no questions.

7. Follett Property Holdings Ltd

1. **Station Road Site**
   Follett's have looked at this site again and their architect has prepared a plan for an access road off Station Road which he believes will satisfy the previous concerns raised by the highways officers at WCC. Therefore this site should not be discounted because of problems with access. It also means that if the proposed access is acceptable to WCC, the site, which covers nearly 5 acres, would be a viable one for affordable housing.

2. **Possible Future Developments**
   There are no definite plans at the moment, but Follett's do have some ideas for the former depot site. There is not much financial latitude for developers at the moment. If the Parish Council has ideas about what it would like to see in the village, please let Follett's know.

3. **Community Centre Lease**
   The Royal British Legion has not yet responded to Follett's requests to begin the renewal process. John Hayward has been in contact with Richard Stowe and will do what he can to expedite matters

8. Affordable Housing

Phil Ward reported that he had obtained further information from SDC and WCC in respect of site 3 (top of Station Road facing north, field behind existing housing) and site 5 (field in Ladbroke Road adjacent to Works Lane and opposite existing housing), as follows:

Site 3
In respect of Site 3, the planning officer at SDC has now visited the site and had the following to say,

"Site 3 is a possibility but I think to achieve an acceptable layout given the sites layout, the constraints of both neighbouring properties fronting and backing onto the site, the need to provide adequate landscaping given its open edge which may have further implications on the level of land uptake needed will require detailed consideration and may not be achievable……Obviously, it is for the developer to come up with an appropriate scheme, if they can, but all I can advise at this time is that given the following:

- *linear land take,*
- *the relationship of fronts/backs from existing housing,*
- *edge of settlement location*
- *requirement for extensive landscape buffers*

it is my informal opinion that achieving a layout for 12 units on this site may require a much greater land take than normal and would also have to be carefully designed in order to address all of the issues above."

WCC gave the opinion that access from the site and visibility would be achievable. However, WRHA is concerned that the cost of purchasing extra land and providing "extensive landscape buffers" would mean that the site would not be financially viable.

Site 5
Following his visit to the site, the planning officer at SDC made the following comments:

"Site 5 is not considered to be appropriate given the site levels and the visual impact any development would have on the skyline and the views in and out of the village due to the topography."

WCC is of the opinion that access from the site and visibility should be achievable.

Next Steps
There were concerns that there appear to be some inconsistencies in the criteria applied by the planning officer in assessing the suitability of the various sites around the village. It was **RESOLVED** that the Clerk should write to SDC direct for clarification. It was agreed that at the same time, Phil Ward would contact WCC and ask them to consider the proposed access put forward by Follett's architect in respect of the Station Road site, south of Lodge Bungalow which had previously been discounted because of problems with access and viability.

9. Planning Matters

1. 10/01707/FUL
Erection of indoor riding school building
Bishops Bridge Farm, Ladbroke Road
It was **RESOLVED** to make no representations and no comments.

2. 10/01765/FUL
Single storey side extension
7, Scowcroft Drive
Cllr Christian-Carter declared a personal interest as one of the neighbours is a friend of hers. It was **RESOLVED** to object to this application on the following grounds:

1. The proposed extension is likely to be contrary to the street scene in terms of recent design and approval.
2. It will create a dark corridor in what was designed to have an open aspect. This will also affect the property at no 9.
3. The creation of the corridor mentioned in 2 above will also have related security issues. A dark narrow corridor may attract problems.
4. A dark and narrow corridor will create safety issues; during construction there may be a need to close off the access; there will be ingress and egress issues for no 9.
5. Privacy may be an issue with the siting of a window at a 45 degree angle.
6. The building will extend right up to the curtillage which we understand is not usually allowed by SDC and the foundations will extend into the pathway causing disruption of services and problems of access to no 9 in an emergency.

3. 10/01884/FUL
Erection of new building for car preparation (associated with existing car sales business). Retrospective.
Bishops Cross Car Sales, Gaydon Road
It was **RESOLVED** to make the following comment:

Representations have been received from two residents that the building has had an impact on neighbouring properties. In particular, no 11 Scowcroft Drive is affected as the new building is closer to the boundary and has a different footprint. It is recommended that a planning officer visits this address before a decision is made.

10. Finance

1. Monthly Financial Report
   There were no questions.

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

3. Conclusion of Audit
   The audit has been concluded and the auditor has given an unqualified opinion.

4. Revised Standing Order
   The revised standing order for the office rent was agreed and signed.

11. Yellow Land

Chris Redstall gave a report on what has happened over the last few months and produced an analysis of the spend v budget to date. It was agreed that there was enough money in the budget to purchase a feature flag which could be used for future events. Final arrangements for the Open Day were also discussed.

12. Scowcroft Drive Footpath Link

The Countryside Access Manager at WCC is still exploring possibilities and will contact the Clerk again in due course. He is still reasonably optimistic that something can be achieved. Cllr Mann reported that the housing association is going to write to all the residents for their views on the proposal to install a new footpath link between the garages and Starbold Road. A couple of people have expressed concerns about this idea.

13. Village Planters

A proposal has been received from the Biodiversity Group. It was **RESOLVED** to take this forward. The Clerk will contact WCC.

14. Information Sign, Station Road

Cllr Tagg-Wilkinson has not been able to obtain any further information yet. It was agreed to defer this matter until the next meeting.

15. Exercise Watermark

It was agreed that a desk top exercise to talk through the emergency plan would be satisfactory. The Clerk will contact WCC to make arrangements.

16. Information from County & District Councillors

- The next Councillors' Corner will take place on 13 November.
- Some residents have yet to register for the electoral role.
- The SDC Open Day was well attended. Cllr Mann has asked if it might be possible to hold something similar in Southam
- The next Community Forum is on 6 October at Southam Primary School

17. Cemetery

It was **RESOLVED** to accept the revised risk assessment. The new inspection reports will be discussed at the appropriate time. The Cemetery Manager has written to the PCC re the problem with the church porch which is crumbling and presents a risk of falling stones.

18. BIPC Groups & Representatives on Outside Bodies

Cllr Heatley was appointed to the Finance Group and the Parish Plan Group.

19. Village Name Sign, Hambridge Road

This sign has just been replaced and has been vandalised yet again. WCC has proposed that the sign is removed. The Parish Council would like to see the sign replaced with a vandal proof one. The Clerk will contact WCC accordingly.

20. Office Equipment

The Clerk provided several quotations for suitable laptops. She was asked to select her preferred one and put it forward for approval at the next meeting.

21. Accounts Payable

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

22. Reports and Questions

- An additional photo has been obtained which is relevant to the Parish Council's objection to the planning application for a meteorological mast. The Clerk will forward this to SDC.
- Does the Council need to set up a working party to deal with matters relating to Follett Property Holdings Ltd?
- Attendance at Councillors' Corner is a good way to engage with local residents and obtain their views on village matters

The meeting closed at 10.32pm

Signed……..Chairman

Date……..

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

Accounts Payable 4 October 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					
R Sharples (Office Rent)	S/order	£ 1,062.50		£ 1,062.50	
British Telecomm (Internet Services)	D/debit	£ 45.00	£ 7.87	£ 52.87	
Accounts to be paid this week					
Staff Salaries	2359	£ 1,003.80		£ 1,003.80	£ 90.84
Staff Salaries	2360	£ 948.91		£ 948.91	£ 948.91
Staff Salaries	2361	£ 257.41		£ 257.41	
Staff Salaries	2362	£ 121.46		£ 121.46	
Staff Salaries	2363	£ 60.25		£ 60.25	
Staff Salaries	2364	£ 35.66		£ 35.66	
HMRC (PAYE)	2365	£ 600.96		£ 600.96	£ 329.16
WCC (LGPS)	2366	£ 261.21		£ 261.21	
Glasdon Manufacturing Ltd (Bench)	2367	£ 349.00	£ 61.07	£ 410.07	£ 410.07
BICP (Kitchen works)	2368	£ 454.49		£ 454.49	
AAB Services (guttering repair)	2369	£ 296.00		£ 296.00	
CPRE (subs)	2370	£ 29.00		£ 29.00	
Playquest Adventure Play Ltd (contract)	2371	£ 557.00	£ 97.47	£ 654.47	
Emorsgate Seeds	2372	£ 37.44		£ 37.44	£ 37.44
Warwickshire Training P'ship (t/course)	2373	£ 30.00		£ 30.00	
MFM Services (August grass cutting)	2374	£ 749.00		£ 749.00	
BICP (room hire)	2375	£ 80.00		£ 80.00	£ 80.00
J Workman (t shirts)	2376	£ 104.00		£ 104.00	£ 104.00
WWT (staff time)	2377	£ 1,343.00		£ 1,343.00	£ 1,343.00
Clement Keys (external audit)	2378	£ 400.00	£ 70.00	£ 470.00	
MFM Services (Sept grass cutting)	2379	£ 774.00		£ 774.00	
Chris Austin (Bouncy Castle)	2380	£ 50.00		£ 50.00	£ 50.00
T Batchelor (Grounds Maintenance)	2381	£ 1,095.14		£ 1,095.14	
Dr E R Pearce (Photpgraphy Event)	2382	£ 125.00		£ 125.00	£ 125.00
A Biddle (Expenses)	2383	£ 20.49		£ 20.49	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
				£ -	
	TOTALS	£ 9,783.22	£ 228.54	£ 10,011.76	£ 3,518.42

Bishops Itchington Parish Council

Summary spend v budget by month

Appendix B

Sep-10	This month				Year to date		
	Actual	Budget	Variance		Actual	Budget	Variance
6	£'s	£'s	£'s		£'s	£'s	£'s
Budget Heading							
Salaries & expenses	1,920.95	2,250.45	(329.50)		11,729.46	13,502.73	(1,773.27)
Administration	143.33	187.08	(43.75)		4,016.67	4,801.42	(784.75)
Grasscutting & estate work	642.00	661.19	(19.19)		2,508.00	3,967.14	(1,459.14)
Cemetery & churchyard	932.60	946.07	(13.47)		4,835.57	5,119.19	(283.62)
Pavilion & playing field	418.76	698.94	(280.18)		2,964.08	3,813.55	(849.47)
Yellow Land	453.55	1,393.79	(940.24)		1,460.81	8,362.72	(6,901.91)
Community Group	-	166.67	(166.67)		1,545.51	1,000.00	545.51
Memorial Hall	-	100.42	(100.42)		80.00	602.50	(522.50)
Other grants	-	-	-		250.00	1,250.00	(1,000.00)
Section 137	-	-	-		5,000.00	36.90	4,963.10
Other Expenditure	39.00	40.00	(1.00)		117.00	240.00	(123.00)
VAT payments	93.00	-	93.00		1,842.77	-	1,842.77
Contingency	-	-	-		-	-	-
Transfers	-	-	-		-	-	-
Total Expenditure	9,125.92	9,828.84	(702.92)		55,832.96	58,751.53	(2,918.57)
Income	32,838.85	313.79	32,525.06		86,469.91	34,507.75	51,962.16
Surplus deficit	23,712.93	(9,515.04)	33,227.97		30,636.95	(24,243.78)	54,880.73
Balance brought forward	41,243.23	19,590.48	21,652.75		34,319.21	34,319.21	-
Balance carried forward	64,956.16	10,075.43	54,880.73		64,956.16	10,075.43	54,880.73