BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Meeting Held on 6 December 2010
St Michael's Church Hall at 7.30pm

Present:

Cllr Kettle, Chairman	Cllr Whittaker	Cllr Christian-Carter
Cllr Heatley	Cllr Wheeler	Cllr Macaulay
Cllr Maddison		

Cllr Stevens (County), Cllr Mann (District)

Alison Biddle, Clerk to the Council

15 Members of the public

1. Apologies

Apologies were received from Cllr Tagg-Wilkinson (family commitments); Cllr Kanwar (working) and District Cllr Tonge (working).

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 1 November 2010 as a true and complete record of that meeting.

The minutes of the Budget Meeting held on 15 November 2010 had only been circulated today and had not been read by everyone. It was therefore agreed to defer approval of these until the next meeting.

4. Public Forum

The majority of people present expressed an interest in the item on affordable housing. Other issues raised were as follows:

- People have been seen removing grit from the council grit bins and it is suspected that they are using it for their own private purposes. This grit is supplied by WCC for use on public highways and footways only.
- Thanks were expressed to those councillors who had attended the recent SDC planning committee and spoken against the application for the windfarm meteorological mast. The application was rejected by SDC.

5. Police Matters

The Clerk had written to the police as requested at the previous meeting. Inspector Devereux's reply stated that a check of all their records had failed to show an increase in reported incidents of anti-social behaviour. With regard to the particular case which had been raised at the last meeting, it was reported that a further incident had occurred which the police had responded to very quickly and were taking seriously. Perhaps the Parish Council's letter has helped to raise police awareness of these problems.

The Clerk has reported the graffiti on the sign on the Yellow Land gate. It is not known whether the police have taken any further action regarding this but the suspected culprits are known to the police.

6. Clerk's Report

The need to improve attendance at Councillors' Corner was noted. Cllr Heatley and Cllr Macaulay volunteered to attend the Crafty Cuppa in future. The Clerk was asked to circulate the dates for these events.

7. Affordable Housing

1. **Review of Information from SDC**
   The planning officer's response to the request for further clarification had been circulated. There were no further questions.

2. **Sites for Inclusion in Public Consultation**
   A vote was taken and it was unanimously **RESOLVED** that the following sites only would be included in the public consultation:
   - Corner of Gaydon Road/Plough Lane
   - Station Road, south of Lodge Bungalow

3. **Review of Draft Consultation Document**

   The Chairman adjourned the meeting at this point to allow members of the public to put forward their views on the forthcoming public consultation.

   The working party had prepared a draft which had been circulated to all members. It was agreed that a number of amendments needed to be made. These included some suggestions from members of the public. The general feeling was that post codes should not be requested and that a comments box should be included. It was also agreed that the site layouts should be incorporated. The Clerk was asked to further develop the draft, in consultation with the working party, to include the amendments.

   The necessity of deciding what would be accepted as valid statistical response to the questionnaire was also discussed. It was suggested that a response level of 33% would give the Parish Council a mandate. The exact level must be agreed before the questionnaires are sent out.

   The Chairman reconvened the meeting.

   It was agreed that the covering explanation should be expanded to include reasons for discounting the various other sites which had been considered and that this would be included in Scene. The questionnaire would of necessity be produced on a separate, folded sheet which would be delivered with Scene. It is therefore essential that people read both Scene and the questionnaire. The consultation will also be advertised on the website and on the notice board.

   It was agreed that the final draft document would be put before the Council for approval at the next meeting on 10 January 2011. The next edition of Scene will not be published until the end of January so there will be time to include the consultation.

   Cllr Whittaker expressed disappointment that a "no build" option was not to be included. It was noted however, that this issue had been debated at the previous meeting and had resulted in a firm majority decision not to include this option and therefore this debate would not be re-opened.

Cllr Macaulay left the room for 5 minutes during the last item.

8. Planning Matters

1. **10/02501/AGNOT**
   Erection of agricultural building which is needed for grain drying and store of self-propelled sprayer
   Manor Farm, Plough Lane

   It was **RESOLVED** to accept the need for this development in principle but further comment is not possible until a full planning application is received.

2. **10/02435/FUL**
   Extensions to existing agricultural buildings; erection of equipment store/workshop; erection of 2 no. grain silos; erection of grain silo (as previously approved); erection of new liquid feed storage tank; construction of replacement manure pad and enlargement; provision of increased capacity to existing dirty water/slurry silo; erection of additional dirty water/slurry silo and alterations to existing farm roadways for the manoeuvring of farm vehicles
   Chapel Ascote Farm, Ladbroke

   It was **RESOLVED** to make no representations or comments on this application.

9. Finance

1. Monthly Financial Report
   There seems to be a technical problem again with the spreadsheet which needs to be resolved. There were no questions.

2. Accounts Payable
   A request has been received from BISA for payment of their grant which they want to use to pay their insurance premium. A total of £208 remains unspent from 2009/10 but this was not carried forward into the current year. It was **RESOLVED** to pay the total amount requested of £708, which includes the residual grant from 2009/10 and £500 allocated in 2010/11. It was also **RESOLVED** that in future any unpaid grants would be carried forward to the next financial year.

   The Clerk reminded the Council that it would be necessary to sign the salary cheques before the next meeting because of the Christmas break.

3. Review of Proposed Budget 2011/12
   The revised figures had been circulated following the budget meeting and there were no questions.

4. Precept 2011/12
   This item was deferred until after the salary review at item 20 “Confidential Matters”.

10. Scowcroft Drive Footpath Link

The housing association is consulting with its residents about the possibility of making an access to Starbold Road. The Clerk is still waiting to hear from WCC about the field path.

11. Information Sign, Station Road

Cllr Stevens has spoken to WCC and the Clerk has been advised who to contact in future. As Cllr Tagg-Wilkinson was not in attendance, this matter could not be discussed further.

12. Standing Orders

The final draft had been circulated to all members. It was **RESOLVED** to adopt the new Standing Orders as per the draft.

13. Community Forum

1. Parish Council's Future Involvement
   It was agreed to continue attending the Community Forum.

2. Nomination of New Representative
   Cllr Heatley volunteered to attend the next meeting to be held on 15 December. It was suggested that anyone who is interested in taking this role on long term should speak to Cllr Whittaker who could explain more about it. An alternative would be for councillors to take it in turn to attend.

14. Environment/Estate Matters

1. Village Planters
   It was **RESOLVED** to sign the agreement with WCC and the document was duly signed by the Chairman.

2. Jumbo Recycler
   It was agreed not to accept a recycler for the village.

3. Snow Warden
   It was agreed to place the details in the Scene to see whether anyone wanted to volunteer.

15. Information from County & District Councillors

- The Localities Bill is expected to be published this week which may have a significant impact on local councils.
- Cllr Stevens led a delegation of county councillors in opposition to HS2 to meet the minister.
- There is to be a major re-organisation of WCC with a number of people expressing interest in early retirement and voluntary redundancy.
- The WCC footpaths team is to be disbanded.
- Broadview Energy is to appeal against SDC's decision not to allow the meteorological mast.
- SDC is providing free car parking on Thursday evenings to encourage late night shopping.
- Cllr Kettle expressed disappointment that on reporting an empty grit bin which is used by a local farmer to enable the milk lorry safe access, it took 2 days for WCC to respond to his email and the bin was still not replenished. Cllr Stevens was asked to follow this up.

16. Trees and Hedges

1. Mandale Close Hedge
   Two quotes have been received. The Clerk was delegated to decide which contractor to use after asking for some clarification as to what the price includes.

2. Tree Work, Churchyard
   The Clerk was asked to obtain another quote for this work. It is also not clear which tree is the one which has shed branches during the summer. This needs to be clarified.

17. Yellow Land Project

1. Items for Inclusion in Budget
   It was agreed that all items listed should be purchased.

2. Shed
   It was agreed that the shed should be located behind the Community Centre. A metal one would be preferable.

18. Accounts Payable

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

19. Reports and Questions

- It has been noted that there is a growing number of fly posters around the village. Can anything be done about this? The Clerk will look into it.
- The Red Cross are keen to run first aid training courses. The notice is to be placed in Scene.
- The Clerk reminded everyone to let her have their comments on the planning application for a new sign at Bishops Cross Garage.

20. Confidential Matters

It was **RESOLVED** that the Clerk's salary should be increased to the next incremental scale from 1 April 2011 and that her hours would increase to 21 per week.

It was agreed to defer a decision on the level of precept in 2011/12 until the next meeting as the increase in salary would mean that figures used in the draft budget would need to be further revised.

The meeting closed at 10.05pm

Signed……..Chairman

Date……..

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

Accounts Payable 6 December 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					
BT (Phone)	D/debit	£ 93.72	£ 16.40	£ 110.12	
A Biddle (new laptop)	2408	£ 492.76	£ 86.23	£ 578.99	
Accounts to be paid this week					
Staff Salaries	2409	£ 1,032.67		£ 1,032.67	£ 90.84
Staff Salaries	2410	£ 948.91		£ 948.91	£ 948.91
Staff Salaries	2411	£ 257.41		£ 257.41	
Staff Salaries	2412	£ 121.46		£ 121.46	
Staff Salaries	2413	£ 60.25		£ 60.25	
Staff Salaries	2414	£ 35.66		£ 35.66	
HMRC (PAYE)	2391	£ 616.94		£ 616.94	£ 329.16
WCC (LGPS)	2392	£ 261.21		£ 261.21	
C Bradley (video)	2417	£ 35.00		£ 35.00	£ 35.00
Playquest Adventure Play Ltd (repairs)	2419	£ 300.00	£ 52.50	£ 352.50	
Viking Direct (Stationery)	2420	£ 84.70	£ 7.65	£ 92.35	
BI Village News (Postage)	2421	£ 9.00		£ 9.00	
Glasdon Manufacturing Ltd (Fixing kit)	2422	£ 36.58		£ 36.58	£ 36.58
Frank Mann Farmers	2423	£ 177.00	£ 30.98	£ 207.98	£ 207.98
MFM Services	2424	£ 710.00		£ 710.00	
J Workman (t-shirts)	2425	£ 77.50		£ 77.50	£ 77.50
M E Dronfield (expenses)	2426	£ 43.96		£ 43.96	
Severn Trent Water Ltd (office)	2427	£ 23.45		£ 23.45	
SLCC Enterprises Ltd (conference)	2428	£ 55.00	£ 9.62	£ 64.62	
C Redstall (Expenses)	2429	£ 85.35		£ 85.35	£ 85.35
R E Ingram (ceramics)	2430	£ 339.00		£ 339.00	£ 339.00
A Biddle (Internet Security)	2431	£ 54.99		£ 54.99	
SLCC (Membership subs)	2432	£ 201.00		£ 201.00	
Equip4work Ltd (sign)	2433	£ 16.00	£ 2.80	£ 18.80	
Warwicks Training P'ship (t/courses)	2434	£ 90.00		£ 90.00	
Access Displays Ltd (display boards)	2435	£ 129.00	£ 22.58	£ 151.58	£ 151.58
Southam Office Supplies	2436	£ 3.21	£ 0.57	£ 3.78	£ 3.78
A Biddle (Mileage)	2437	£ 46.40		£ 46.40	
BISA Ltd (CCTV Insurance)	2438	£ 708.00		£ 708.00	
Warwickshire Wildlife Trust Ltd	2439	£ 714.28		£ 714.28	£ 714.28
Biffa (cemetery waste)	2440	£ 96.72	£ 16.93	£ 113.65	
				£ -	
				£ -	
				£ -	
				£ -	
	TOTALS	£ 7,370.65	£ 143.63	£ 7,514.28	£ 3,019.96

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

Nov-10	This month				Year to date		
	Actual	Budget	Variance		Actual	Budget	Variance
8	£'s	£'s	£'s		£'s	£'s	£'s
Budget Heading							
Salaries & expenses	1,920.95	2,250.45	(329.50)		15,571.16	18,003.64	(2,432.48)
Administration	832.39	420.49	411.90		5,328.55	5,408.99	(80.44)
Grasscutting & estate wor	-	661.19	(661.19)		3,717.00	5,289.52	(1,572.52)
Cemetery & churchyard	390.96	946.07	(555.11)		6,070.15	7,011.34	(941.19)
Pavilion & playing field	333.98	698.94	(364.96)		4,716.58	5,211.42	(494.84)
Yellow Land	89.86	1,393.79	(1,303.93)		3,252.67	11,150.29	(7,897.62)
Community Group	-	166.67	(166.67)		2,000.00	1,333.33	666.67
Memorial Hall	-	100.42	(100.42)		80.00	803.33	(723.33)
Other grants	-	-	-		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	320.00	(203.00)
VAT payments	373.46	-	373.46		2,444.77	-	2,444.77
Contingency	-	-	-		-	-	-
Transfers	-	-	-		-	-	-
Total Expenditure	7,382.96	8,999.74	(1,616.78)		73,227.68	81,517.61	(8,289.93)
Income	318.85	313.79	5.06		87,491.58	92,422.34	(4,930.76)
Surplus deficit	(7,064.11)	(8,685.95)	1,621.84		14,263.90	10,904.73	3,359.17
Balance brought forward	55,647.22	53,909.90	1,737.32		34,319.21	34,319.21	-
Balance carried forward	48,583.11	45,223.94	3,359.17		48,583.11	45,223.94	3,359.17