

BISHOP'S ITCHINGTON PARISH COUNCIL

**Minutes of the meeting held on 9 May 2011
St Michael's Church Hall at 7.30pm**

Present:

Cllr Kettle, Chairman
Cllr Kanwar
Cllr Maddison

Cllr Heatley
Cllr Tagg-Wilkinson

Cllr Whittaker
Cllr Christian-Carter

Cllr Stevens (County)
Cllr Hamburger (District)
Cllr Mann (District)

Alison Biddle, Clerk to the Council

3 Members of the public

1. Apologies

Apologies were received from Cllr Whittaker (sick); Cllr Wheeler (sick)

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

It was **RESOLVED** to accept the minutes of the meetings held on 4 April 2011 and 18 April 2011 as a true and complete record of those meetings.

4. Public Forum

The following matters were raised by members of the public:

- **Cemetery**
The grass cutting has not been up to the usual standard and dead wreaths have not been removed. The council is already aware of the issues and they are being dealt with.
- **Children's Play Area**
There have been instances of dogs being off the lead in the play area and dog mess which has not been cleaned up. There is already a sign at the entrance stating that dogs must be kept on the lead. The clerk will put a notice in Scene asking owners to clear up after their pets. There have also been some drinking glasses left on the tables. Cllr Maddison volunteered to mention this to the Greaves Club and the Butchers' Arms in case people are taking glasses out.
- **Affordable Housing**
The analysis report of the public consultation has not yet been received. The delay has been caused by the council's decision to switch to a different company for this service on grounds of cost. The results are expected in time for the June meeting.
- **New District Councillor**
Cllr Hamburger was welcomed as the new district councillor following his election last week.

5. Police Matters

Scrap metal has been tipped at the garages in Old Road. SDC has been informed. The clerk was asked to report it to the police.

There have been 3 break-ins in the village, including stables in Knightcote Road. All 3 incidents have been reported to the police who have attended the scenes of crime. However, it was noted that it is some time since a regular incident report was received and the SNT newsletters are not so regular either. The clerk reported this to the police a couple of months ago. She was asked to contact them again.

6. Clerk's Report

It was reported that the pavilion guttering, although damaged, is still connected and therefore functional at the moment. It was agreed to monitor the situation.

7. Planning Matters

1. 11/00852/EXT

Extension of time to previously approved application ref: 07/00019/FUL (allowed on appeal 2 July 2008) for erection of single storey watersports building (amendment to approved 03/03734/REM). Comments are invited on whether there has been any material change in local circumstances or relevant policy or any other considerations since the original grant of permission.

Bishop's Bowl Lakes, Station Road

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

2. 11/00891/COUNTY

Establishment of an indoor IVC and "wet" anaerobic digestion facility, designed to treat up to 50,000 tons per annum of organic waste plus ancillary development.

Kingston Grange Farm, Banbury Road, Lighthorne

Concerns were raised about the impact on traffic through the village and on surrounding roads as well as any unpleasant smells which might arise from the site. It was suggested that a liaison group ought to be set up as at the Ufton Landfill Site. It was agreed that while in principle the council welcomed a contribution to the county's renewable energy, these concerns needed to be addressed. It was also noted that despite the applicant's claims that local councils were to be consulted, this parish council has not received any contact. The clerk was asked to draft a response.

8. Finance

1. Monthly Financial Report

The Yellow Land Project's final accounts will soon be completed.

2. Accounts Payable

The accounts payable were examined and there were no questions. The cheques were passed for signing.

3. Internal Audit Review

It was agreed that following a review of the internal audit systems, there were no amendments required.

4. Financial Risk Assessment Review

It was agreed that the current risk assessment was still appropriate and did not require any amendments.

5. Reserves Carried Forward to 2011/12

It was **RESOLVED** to carry forward to reserves the amounts as shown in the schedule attached at Appendix C.

6. Approval of Year End Financial Statements

It was **RESOLVED** to approve the financial statements for the year ending 31 March 2011 as attached at Appendix C. The chairman also signed the cash book year end reconciliation.

7. Approval of Annual Return 2010/11

The chairman read out the questions in the annual governance statement at section 2 of the annual return to which all the answers were affirmative except Q9 which is not applicable. It was therefore **RESOLVED** to approve the annual governance statement and accounting statements and to complete the annual return accordingly.

8. Insurance Renewal

It was agreed to renew the insurance with Came and Company and to accept the offer of a 3 year long term agreement.

9. Consultations

1. **Waste Core Strategy;** Cllr Wheeler has prepared a draft response to this which she will circulate in the next couple of days.
2. **Libraries- Facing the Challenge;** It was noted that with the closure of some libraries there may be an increased need for the mobile service which should be maintained. The clerk will respond on the council's behalf.
3. **Audit Commission;** Cllr Kanwar will look at this consultation and draft a response for the next meeting.

10. County & District Information

- Southam College has not yet decided whether to apply for academy status
- The criteria for switching off streetlights at night in order to save money is not yet known

11. Royal Wedding Bench

Cllr Christian-Carter and Cllr Tagg-Wilkinson volunteered to meet with Dan Britton to discuss the design for the bench.

There was some discussion about the location for the bench. Three suggestions were made:

- Cross Green
- The green, top of Chapel Street
- The green, bottom of Rupert Kettle Drive opposite the school

It was agreed that members would look round the village to find the most suitable location and that a vote would be taken at the next meeting.

The clerk will contact the PCC officially to advise them that the ash tree is to be taken down.

12. Information Sign

It was agreed that a notice should be put in Scene by way of consultation.

In the meantime, the clerk will contact WCC to discuss the best location for a sign. She was also asked to write to those businesses which might benefit and ask them whether they would consider making a donation towards the costs.

13. Tree at Bishop's Gate

This matter is already hand and a quote has been requested to trim the tree back.

14. Accounts Payable

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

15. Reports and Questions

- A self-made sign has appeared outside one of the village shops. The clerk was asked to check the regulations for signage with SDC.
- The property in Chapel Street which appears to be used for commercial purposes still has a skip outside. It was noted that this isn't the same skip as reported previously and could be being used for the clear-up operation. SDC is aware of the problem and has been in contact with the occupant.
- There was a problem with the sewers in Fisher Road again on Royal Wedding Day. The clerk will report this to Severn Trent but it may be the responsibility of the property owners concerned.
- The trees overhanging the garden of the Lodge Bungalow in Station Road are very getting in the way of pedestrians using the footpath. The clerk was asked to write to the occupant and ask them to trim the trees.
- The Fisher Road name plate near the Co-op is missing some letters. The clerk will report this to SDC.
- There has been a complaint from a resident in Parrish Close about children playing ball games on the green. It was noted that this is public open space for the enjoyment of all. It was suggested that if the resident is suffering serious nuisance they should report the matter to the police. The clerk will respond to the resident direct.
- A request has been received for improvements to the cemetery path. This is planned for the current year and is included in the budget.

16. Confidential Items

Members of the public were excluded under Section 100A of the Local Government Act 1972 in view of the confidential nature of the business transacted, as follows:

1. Insurance Claim

It was agreed that in the interests of being a good neighbour, the tree in question should be removed as originally planned. This in no way implies that the council accepts any responsibility with regard to the insurance claim. The clerk will arrange for the tree's removal as soon as possible.

2. Renewal of Community Centre Lease

Despite further emails, the clerk has not heard anything further form Follett's with regard to this matter. It was agreed that the onus to resolve this matter was on the landlord and not the parish council.

The meeting closed at 9.20 pm

Signed.....Chairman

Date.....

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

Apr-11 1	This month			Year to date		
	Actual £'s	Budget £'s	Variance £'s	Actual £'s	Budget £'s	Variance £'s
Budget Heading						
Salaries & expenses	2,377.03	2,260.25	116.78	2,377.03	2,260.25	116.78
Administration	337.82	988.94	(651.12)	337.82	988.94	(651.12)
Grasscutting & estate work	155.00	667.54	(512.54)	155.00	667.54	(512.54)
Cemetery & churchyard	567.64	930.41	(362.77)	567.64	930.41	(362.77)
Pavilion & playing field	200.00	264.26	(64.26)	200.00	264.26	(64.26)
Yellow Land	1,800.43	41.67	1,758.76	1,800.43	41.67	1,758.76
Community Group	-	83.33	(83.33)	-	83.33	(83.33)
Memorial Hall	-	83.33	(83.33)	-	83.33	(83.33)
Other grants	-	-	-	-	-	-
Section 137	-	36.90	(36.90)	-	36.90	(36.90)
Other Expenditure	-	48.33	(48.33)	-	48.33	(48.33)
VAT payments	195.29	-	195.29	195.29	-	195.29
Contingency	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Expenditure	5,633.21	5,404.96	228.25	5,633.21	5,404.96	228.25
Income	31,277.86	31,419.92	(142.06)	31,277.86	31,419.92	(142.06)
Surplus deficit	25,644.65	26,014.96	(370.31)	25,644.65	26,014.96	(370.31)
Balance brought forward	46,525.54	46,525.54	-	46,525.54	46,525.54	-
Balance carried forward	72,170.19	72,540.50	(370.31)	72,170.19	72,540.50	(370.31)



**Financial Statements for the Year
Ended 31 March 2011**

Bishops Itchington Parish Council
Brewster's Corner
Pendicke Street
Southam
CV47 1PN

<http://www.bishopsitchington-pc.gov.uk>



BISHOPS ITCHINGTON PARISH COUNCIL
Financial Statements
For the Year ended 31 March 2011

Receipts & Payments Account

<i>Year Ended</i> 31st March 2010 £'s		Parish Council Activities £'s	Yellow Land £'s	<i>Year Ended</i> 31st March 2011 £'s
RECEIPTS				
62,500.00	Precept	65,250.00	-	65,250.00
1,566.55	Sec 136 & other refunds	2,170.05	-	2,170.05
849.67	Interest on Investments	866.28	-	866.28
1,977.00	Burial Ground Fees	1,211.50	-	1,211.50
31.01	Pavilion/Playing Field	31.71	-	31.71
1,203.92	VAT Refund	436.29	2,247.67	2,683.96
245.50	Grants - General	250.00		250.00
24,650.00	Grants - Yellow Land		19,720.00	19,720.00
300.00	Misc	744.74		744.74
93,323.65	TOTAL RECEIPTS	70,960.57	21,967.67	92,928.24
PAYMENTS				
7,099.70	General Administration	6,529.61	-	6,529.61
22,340.67	Salaries and Expenses	23,776.69	-	23,776.69
5,730.59	Pavilion/Playing Field	5,723.56	-	5,723.56
16.00	Section 137 Payments	5,016.50	-	5,016.50
8,864.04	Burial Ground	6,612.92	-	6,612.92
7,888.75	Grasscutting and Trees	4,344.00	-	4,344.00
3,380.00	Memorial Hall	1,080.00	-	1,080.00
1,249.02	VAT	2,975.79	-	2,975.79
117.00	Other Expenditure (Information)	156.00	-	156.00
-	Provision for Doubtful Debts	-	-	-
4,306.68	Parish Office	10,000.00	-	10,000.00
2,388.89	Grants	2,958.00	-	2,958.00
11,294.80	Yellow Land	-	36,629.21	36,629.21
74,676.14	TOTAL EXPENDITURE	69,173.07	36,629.21	105,802.28
	Surplus / deficit	1,787.50	(14,661.54)	(12,874.04)
	Transfers to reserves			6,732.86
	Net movement in year			(6,141.18)

APPENDIX C

BISHOPS ITCHINGTON PARISH COUNCIL
Financial Statements
For the Year ended 31 March 2011

Funds reconciliation at 31 March 2011

<i>Brought Forward as at 31st March 2010 £'s</i>		<i>Carried forward as at 31st March 2011 £'s</i>	
47,000.00	National Income Bond b/f	47,000.00	
-	Transfer to NS Income Bonds	-	
<u>47,000.00</u>	National Income Bond c/f	<u>47,000.00</u>	
<u>34,019.21</u>	Current Account b/f	<u>52,666.72</u>	
93,323.65	Receipts	92,928.24	
(74,676.14)	Expenditure	105,802.28	
	Transferred to reserves	<u>(6,732.86)</u>	
	Payments	<u>(99,069.42)</u>	
<u>18,647.51</u>	Net movement in year	<u>(6,141.18)</u>	
<u>52,666.72</u>	Current Account c/f	<u>46,525.54</u>	
<u>99,666.72</u>	Net funds c/f	<u>93,525.54</u>	

Bishops Itchington Parish Council
Reserves Reconciliation

	General	Cross Green	Abbots Meadow	Memorial Hall	Yellow Land	Parish Office	Revenue Reserves			Total
Reserves b/f at 1/4/2010	21,000.00	13,000.00	13,000.00	1,500.00	13,355.20	28,693.32	9,118.20			99,666.72
Surplus / (Deficit) for the year							(6,141.18)			(6,141.18)
Yellow land expenditure					(36,629.21)		36,629.21			-
Yellow land income					21,967.67		(21,967.67)			-
Parish office reserve						5,732.86	(5,732.86)			-
Memorial Hall reserve				1,000.00			(1,000.00)			-
Yellow land deficit					1,306.34		(1,306.34)			
Movement in year	-	-	-	1,000.00	(13,355.20)	5,732.86	481.16			(6,141.18)
Reserves c/f at 31/3/2011	21,000.00	13,000.00	13,000.00	2,500.00	-	34,426.18	9,599.36			93,525.54
Balances at year end										
National income bond	21,000.00	13,000.00	13,000.00							47,000.00
Bank balances				2,500.00	-	34,426.18	9,599.36			46,525.54
Total	21,000.00	13,000.00	13,000.00	2,500.00	-	34,426.18	9,599.36			93,525.54

BISHOPS ITCHINGTON PARISH COUNCIL

Financial Statements

For the Year ended 31 March 2011

Supporting Statement

Assets

£'s

At 31st March 2011 the following assets were held:

Burial Ground

Chapel	Insurance Value as @ June 2009	53,751.00
Remaining Plots	Approx 231 plots @ £75.00 each	17,325.00
Standing & Felled Timber	Insurance Value as @ June 2009	3,818.00

74,894.00

Playing Field

Land (5.5 acres)	Community Land	1.00
Play Equipment	Insurance Value as @ June 2009	49,843.00
Safety Surfacing	Insurance Value as @ June 2009	6,749.00
Pavilion	Insurance Value as @ June 2009	95,668.00
3 Dog Waste Bins	Replacement Cost 3 @ £165	495.00
2 Benches (play area)	Replacement Cost 2 @ £360	728.00
2 Picnic Tables (play area)	Replacement Cost 2 @ £610	1,244.00
2 Benches (playing field)	Original cost 2 @ £446	892.00

155,620.00

Yellow Land

Public open space	Community Land	1.00
Interpretation board	Original cost	2,123.00
Bench (WI)	Original cost	400.00
Carved bench	Original cost	500.00

3,024.00

Amenity Land and Buildings

Abbots Meadow Estate	Community Land	1.00
Memorial Hall	Community Property	1.00

2.00

Village Fixtures

4 Dog Waste Bins	Replacement Cost 4 @ £165	660.00
Benches	Replacement Cost 4 @ £360	1,440.00
Grit Bins	Replacement Cost 8 @ £160	1,280.00

3,380.00

Gardening & Environmental Tools

Tool shed	Original cost	190.00
Brushcutter	Original cost	475.00
Various tools & equipment	Replacement Cost	936.00

1,601.00

Office Equipment

1 Acer Laptop & peripherals	Insurance Value as @ June 2009	1,010.00
3 Filing Cabinets	Replacement Cost 3 @ £150	450.00
2 Filing Cabinets	Replacement Cost 2 @ £170	340.00
1 Telephone	Replacement Cost	50.00
1 HP Printer C6180	Replacement Cost	200.00
2 Toshiba laptops	Replacement Cost	1,500.00
1 Acer Projector	Replacement Cost	430.00
1 Fujifilm Digital Camera	Replacement Cost	70.00
2 Nokia Mobile Telephones	Replacement Cost 2 @ £20	40.00
4 Visitor Chairs	Replacement Cost 4 @ £27	108.00
1 Fellowes shredder	Replacement Cost	65.00
1 Sony Vaio laptop	Original cost	580.00
Display boards	Original cost	315.00
Noticeboard	Replacement Cost	1,200.00
2 Litta Pickers	Replacement Cost	60.00
Local Shops Sign	Replacement Cost	155.00
Litter Truck	Replacement Cost	260.00

6,833.00

TOTAL ASSETS

£ 245,354.00

BISHOPS ITCHINGTON PARISH COUNCIL

Financial Statements For the Year ended 31 March 2011

Supporting Statement Con't	£'s
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Memorial Hall

The council is the sole trustee of the Memorial Hall valued as community property at £1.00
The Memorial Hall Cottage is let to tenants by the Memorial Hall Committee

Sec 137 Payments

Sec 137 of the Local Government Act 1972 allows parish councils to spend up to £6.15 per head of the local electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers.
The following expenditure was authorised under Sec 137 during the year ending 31 March 2011:

Memorial Poppy Wreath for Remembrance Day Service	16.00
St Michael's Church Tower Restoration	<u>5,000.00</u>
Total	<u>5,016.00</u>

Borrowings

At the close of business on 31 March 2011 there were no loans outstanding.

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Earmarked Reserves

Abbots Meadow Amenity Areas Maintenance Fund	13,000.00
Cross Green Amenity Areas Maintenance Fund	<u>13,000.00</u>
Total	<u>26,000.00</u>

Agency Work

The council has no formal agency arrangements but does receive a contribution from Stratford District Council in respect of some of the work it does. In the year ending 31 March 2011 contributions were received as follows:

Other Authority	Nature of Work	
Stratford District Council	Grasscutting Contribution	<u>1,566.55</u>
Total		<u>1,566.55</u>

Grants Paid

Payee

BI Community Project	2,000.00
Carnival Committee (in respect of 2010 carnival)	250.00
BISA Ltd (insurance)	<u>708.00</u>
Total	<u>2,958.00</u>

Grants Received

Heritage Lottery Fund (Yellow Land Project)	19,720.00
Heart of England Community Fund (on behalf of Biodiversity Group)	<u>250.00</u>
Total	<u>19,970.00</u>

VAT Account

VAT recovered during the year	<u>2,683.96</u>
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These financial statements were approved by Bishop's Itchington Parish Council on/..... 2011

Signed

Chairman

Date...../..... 2011

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Responsible Financial Officer

Date...../..... 2011