

## **BISHOP'S ITCHINGTON PARISH COUNCIL**

### **Minutes of the meeting held on 4 July 2011 St Michael's Church Hall at 7.30pm**

#### **Present:**

Cllr Kettle, Chairman  
Cllr Tagg-Wilkinson

Cllr Heatley  
Cllr Christian-Carter

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

Alison Biddle, Clerk to the Council

8 members of the public

#### **1. Apologies**

Apologies were received as follows:

Cllr Whittaker (another engagement); Cllr Maddison (another engagement); Cllr Kanwar (another engagement); Cllr Macaulay (sick); Cllr Wheeler (childcare responsibilities)

#### **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 6 June 2011 as a true and complete record of that meeting.

#### **4. Public Forum**

The following matters were raised by members of the public:

- A resident of Parrish Close asked the council to consider additional planting on the public open space in this area to protect their property from damage by ball games which are being played there. This matter will be placed on the agenda for next month's meeting and discussed further at that time.
- An update on affordable housing was requested. It was explained that the housing association has asked their architect to draw up a draft layout of the site which will in due course be presented to the council for its perusal. Members of the public will also have an opportunity to look at the plans and make their views known.
- There has been an increase in the number of fly posters appearing round the village. The clerk was asked to put a notice in Scene asking people not to do this.
- The carnival committee was congratulated on the great success of the carnival which took place last Saturday. However, there was a lot of litter and debris left behind on the playing field where several teenagers camped overnight and lit a bonfire. There was noise until the early hours of Sunday morning and one resident phoned the police but they did not attend. It is probable that the individuals concerned will have been filmed by the CCTV camera. The footage will be checked to see whether they can be identified. The clerk was asked to contact the police to find out why they did not attend. It was also agreed to invite the carnival committee to the next parish council meeting to discuss the problem and see if something could be done to improve matters for next year.

- Concerns were raised about the amount of litter on the playing field generally. Although there is a litter picker, a lot is being missed.
- The problem of dog mess on the playing field was also mentioned. Could the CCTV cameras be trained on the playing field instead of the hard courts and play area? It was explained that only one of the cameras belongs to the council and the rest are owned by BISA.
- The footpath from the edge of the village to the cemetery is very overgrown and narrow which is making it difficult for people in mobility scooters to use this path to get to the cemetery. The clerk will report this to WCC.
- The trees on the green are overhanging the footpath and need to be trimmed back.
- There is a problem with inconsiderate parking in St Michael's Close. The clerk was asked to put a notice in Scene.

## 5. Police Matters

There are several youths who regularly meet in the churchyard and church porch and leave a lot of litter behind. Unless they are actually committing an offence there is little the police can do to help.

It was mentioned that Warwickshire Police has entered into a collaborative arrangement with West Mercia Police.

## 6. Clerk's Report

Further to her written report, the clerk said that she had met with the area manager for footpaths today to discuss the improvement of the surface of the field path at the back of Scowcroft Drive. He advised that WCC has no objection to the parish council improving the surface e.g. laying stone, but not tarmac, but he strongly advises that the landowner's agreement is obtained first or there could be serious implications later on, in particular with respect to maintenance issues. It was agreed that the clerk should try contacting the landowner again. It was also noted that any improvements would have to be paid for by the parish council.

The clerk also reported that WCC has agreed to waive all the admin fees for the installation of the brown information sign.

One of the stepping logs has been pulled up and left in the middle of the play area. The clerk has removed it for safety reasons and disposed of it as it was rotten at the bottom and could not be re-used. Also, the "Keep Dogs on Leads" sign has been removed by persons unknown. The clerk will order a replacement.

## 7. Planning Matters

### 1. 11/01185/FUL

Proposed indoor riding school building (amendment to proposal previously approved under reference 10/01707/FUL to incorporate integral stables area)

Bishop's Bridge Farm, Ladbroke Road

It was **RESOLVED** to make no representations or comments.

### 2. 11/01302/FUL

Proposed single storey side and rear extensions

Knightlow Farm, Knightcote Road

It was **RESOLVED** to make no representations or comments.

3. 11/01124/FUL

Erection of proposed two-storey manager's dwelling – revised design to dwelling approved under planning permission ref: S89/1653 of which material commencement was confirmed through the grant of a Certificate of Lawful Existing Use or Development under ref: 10/00281/LDE.

The Cabin, Bishop's Bowl Lakes

It was **RESOLVED** to make no representations but to ask for a condition to be imposed that the property is to be used in conjunction with management of the fishery.

**8. Finance**

**1. Monthly Financial Report**

There were no questions.

**2. Accounts Payable**

The accounts payable were examined and there were no questions. It was noted that the carnival committee had expressed their thanks for the donation of £250. The cheques were passed for signing.

**3. Review of Direct Debits and Standing Orders**

There are two existing direct debits, one each in respect of telephone and broadband. There is also a standing order for the office rent. Full details of these had been circulated to members. It was agreed that everything is in order and no amendments are required.

**9. Standing Orders**

It was **RESOLVED** to revise standing orders to delegate authority to the clerk in accordance with the Local Government Act 1972, Sec 101, to respond to consultations on behalf of the parish council in cases where the deadline falls between council meetings. An extra paragraph is to be included at 3c to read as follows:

*“iii. The function of responding to consultations is delegated to the Proper Officer when the consultation period ends before the due date of the next ordinary meeting. In these circumstances, the Proper Officer must seek the views of all councillors before formulating a response.”*

**10. Cemetery and Churchyard**

**1. Review of Risk Assessments**

The clerk pointed out that in fact this was a review of the latest inspection reports as the risk assessment had already been reviewed. The reports had already been circulated prior to the meeting. A number of memorials were loose. The cemetery manager will arrange for a stone mason to inspect them and give an estimate for the work to be carried out. Relatives will be contacted where possible and asked to cover the cost of the repairs.

**2. Quotations for Path Re-surfacing**

These were not available. This item was deferred until the next meeting.

**11. County and District Information**

**1. Feedback from Community Forum**

Cllr Kettle and Cllr Heatley had attended the latest community forum. It was disappointing that BIPC's request for an agenda item had not been granted. The new police sergeant was in attendance. Matters discussed included HS2; highways maintenance; transport; the youth service; speeding motorcycles on the A423 and problems with alcohol in Wattons Lane, Southam. A meeting with representatives of the community forum will take place later this week to discuss the parish council's concerns about community forums and how they operate.

## 2. **County and District News**

- The county council is currently debating how local councillors get involved in “Localism” and the “Big Society”, so the meeting later this week about community forums will be a good opportunity.
- Community grants will be administered the same way as last year
- Now is the time to notify requests for road and footpath repairs
- Southam College has not yet decided whether to apply for academy status
- The results of the libraries consultation is due soon
- Stockton Recycling Centre is to be run by voluntary organisations from December 2011
- WCC is going to be selling/leasing unneeded public buildings

## 12. **NALC Policy Consultation – Planning for Traveller Sites**

Cllr Heatley gave a summary of the main points which supported the provision of properly designated sites. It was agreed that Cllr Heatley would complete and return the response on behalf of the council.

## 13. **Memorial Hall**

The hall committee is seeking approval of a grant towards the cost of renovating the men’s toilets and the rear garden. This was approved in principle. Copies of estimates and /or invoices will be submitted in due course. The clerk has already advised the committee of the total amount available.

## 14. **Play Area**

### 1. Annual Inspection Report

Nothing other than “low risk” has been identified. The clerk was asked to email the report to Playquest for their perusal and also to send a copy to BISA, as the report includes the hard courts area.

### 2. Metal Shrouding

The strimmer is damaging the base of the wooden posts. It has been suggested that some metal shrouding might help to protect it. The clerk was asked to get advice from Playquest before taking this any further.

## 15. **Royal Wedding Bench**

The planked bench seems to be the preferred style of most councillors. There are still no further details available re the cost or the design. A decision on the location of the bench was deferred until more councillors are present.

## 16. **Broadband**

A petition would not help WCC’s funding bid as a lot more information than names and addresses is required to provide enough evidence to support the bid. It was therefore agreed to await the outcome of the bid and not take any further action at the moment.

## 17. **Accounts Payable**

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

## 20. **Reports and Questions**

- The pavement between Mount Pleasant/Church Close and the top of Station Road is breaking up. The clerk has recently reported this.
- When is the street lighting to be switched off at night? Cllr Stevens advised that the parish council would be notified before this happens.

The meeting closed at 9.17pm

Signed.....Chairman

Date.....



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

Jun-11 3	This month			Year to date		
	Actual £'s	Budget £'s	Variance £'s	Actual £'s	Budget £'s	Variance £'s
<b>Budget Heading</b>						
Salaries & expenses	2,216.38	2,260.25	( 43.87)	6,807.31	6,780.75	26.56
Administration	2,840.97	1,859.71	981.26	4,309.49	3,180.86	1,128.63
Grasscutting & estate work	592.00	667.54	( 75.54)	1,339.00	2,002.63	( 663.63)
Cemetery & churchyard	1,895.39	1,325.46	569.93	2,503.03	3,581.34	( 1,078.31)
Pavilion & playing field	829.55	644.32	185.23	1,149.55	1,552.90	( 403.35)
Yellow Land	-	41.67	( 41.67)	2,465.43	125.00	2,340.43
Community Group	-	83.33	( 83.33)	-	250.00	( 250.00)
Memorial Hall	-	83.33	( 83.33)	-	250.00	( 250.00)
Other grants	-	-	-	-	-	-
Section 137	-	-	-	-	36.90	( 36.90)
Other Expenditure	420.00	48.33	371.67	480.00	145.00	335.00
VAT payments	141.10	-	141.10	500.12	-	500.12
Contingency	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>8,935.39</b>	<b>7,013.95</b>	<b>1,921.44</b>	<b>19,553.93</b>	<b>17,905.36</b>	<b>1,648.57</b>
<b>Income</b>	<b>124.86</b>	<b>294.92</b>	<b>( 170.06)</b>	<b>34,048.89</b>	<b>32,009.76</b>	<b>2,039.13</b>
<b>Surplus deficit</b>	<b>( 8,810.53)</b>	<b>( 6,719.03)</b>	<b>( 2,091.50)</b>	<b>14,494.96</b>	<b>14,104.39</b>	<b>390.57</b>
Balance brought forward	69,831.03	67,348.97	2,482.06	46,525.54	46,525.54	-
Balance carried forward	61,020.50	60,629.93	390.57	61,020.50	60,629.93	390.57