

BISHOP'S ITCHINGTON PARISH COUNCIL

**Minutes of the meeting held on 7 November 2011
St Michael's Church Hall at 7.30pm**

Parish Councillors Present:

Cllr Kettle, Chairman
Cllr Tagg-Wilkinson
Cllr Heatley

Cllr Whittaker
Cllr Christian-Carter
Cllr Wheeler

Cllr Kanwar
Cllr Maddison

In Attendance

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

Alison Biddle, Clerk to the Council

Phil Ward, Rural Housing Enabler
Neil Gilliver, Warwickshire Rural Housing

Members of the public: 15

1. Apologies

Apologies were received as follows:

Cllr Macaulay (sick)

2. Declarations of Interest

None declared.

3. Minutes

It was **RESOLVED** to accept the minutes of the parish council meeting held on 3 October 2011 as a true and complete record of that meeting, subject to the following amendment at Item 10, Page 74 of Year 2011, last 2 paragraphs:

"A suggestion was put forward by Cllr Kettle that as nothing could be planted for the next few weeks, owing to the very dry ground, that a decision is deferred until the next parish council meeting and that in the meantime a meeting of residents is held to agree a suitable scheme.

Cllr Tagg-Wilkinson withdrew the original proposal with Cllr Christian Carter's (seconders) consent....."

The order of the agenda was changed as follows:

4. Organisation of the Parish Council

1. Length and Frequency of Meetings

The chairman read out a statement in which he made it clear that he is responsible for the running of the meeting and therefore if councillors have any issues regarding this, they should approach the chairman, not the clerk. He believes that the council is here to represent the views of the public and he will ensure that those views are heard during the public forum. There have been a number of difficult issues on the agenda recently and it is important that they are given time to be considered properly.

It was noted that standing orders do not specify the maximum length of the meeting. The chairman therefore proposed that at 9.45pm, the council should review the agenda and decide whether to continue or whether to defer the remaining items to the next meeting. This was seconded by Cllr Tagg-Wilkinson and **RESOLVED** by a majority vote.

2. Community Engagement

This item was not discussed.

3. Attendance at Outside Bodies

This item was not discussed.

5. Public Forum

- A householder in Parrish Close expressed concern that as yet no decision had been made regarding the additional planting which he has requested on the public open space in front of his house.
- It was pointed out that members of the public may not feel prompted to raise any concerns until the discussion on a particular agenda item had begun. This was understood but nevertheless, members of the public have no right to speak during the parish council meeting except during the public forum.
- Cllr Hamburger hoped that parish councils would be able to give a small contribution towards the very worthwhile Community Links Transport Service.
- A member of the public, who had attended the parish council meeting held on 24 October to discuss the community forum, felt that the meeting had illustrated that the community forum was not well thought out. He commended the role of the parish council, and also SDC and WCC over that of the community forum. It was noted that as a result of this meeting, there will be some significant changes to the way in which the forum operates.
- Near neighbours of 35, Station Road wanted to know what was happening with the planning application for this property. The district councillors will follow this up.
- Residents of Scowcroft Drive are concerned about youths dropping litter around the gate at the entrance to the field and public footpath.

6. Police Matters

- It is important that the public continue to inform the police about incidents but it would also be useful to receive some feedback from the police.
- The new number for reporting non emergencies/ incidents is 101.
- The police are dealing with the recent problems of vandalism. They know the culprits.

7. Clerk's Report

- The cemetery gate post has been broken again, presumably by a vehicle reversing into it. It needs to be made safe as soon as possible. The clerk will organise the repair.

8. Affordable Housing

It was **RESOLVED** to set up a working party to consider amendments to the draft questionnaire and covering letter. Cllr Heatley, Cllr Christian-Carter and Cllr Kanwar were appointed to the working party. They will present their recommendations, after discussion with the Rural Housing Enabler, to the full council at the next regular meeting of the parish council.

9. Traffic Mirror on Gaydon Road

This item has been removed from the agenda as the matter is being dealt with by WCC.

10. Knights Grange

1. **Renovation of Landscaping**

It was **RESOLVED** to take action as follows:

- Leave membrane and mulch in place
- Spray weeds
- Consult with landscape gardener for planting list
- Plant new shrubs to fill gaps
- The two beds in Scowcroft Drive to be joined as one.

2. **Parrish Close Public Open Space – Ball Games**

It had not been possible to organise a meeting of local residents since the last PC meeting. However, Cllr Tagg-Wilkinson had carried out an extensive consultation with residents on a face to face basis. It was widely acknowledged that children use the space for playing games, including ball games. Many people had been attracted to the area because of the public open space and did not want to lose this amenity value. However, many people had experienced children's balls hitting their cars, although no one reported any actual damage. Most people were of the opinion that the installation of another area of planting would not prevent ball games being played by older children/youths but no one raised any specific objection to the proposal. It was agreed that any further discussion regarding this matter would take place under "Confidential Items" for legal reasons.

11. Finance

1. **Monthly Financial Report**

There were no questions.

2. **Accounts Payable**

These were agreed and passed for signing.

3. **Sec 137 Payment**

It was **RESOLVED** that the payment for the poppy wreath for the Remembrance Day Service should be made under Sec 137.

12. Grounds Maintenance

It was **RESOLVED** to approve the draft set standards which had been circulated to members prior to the meeting.

13. Environment

1. **Vandalism**

It was agreed that good communication is important. Members of the public should be encouraged to report any incidents to the police using the new 101 number. This will help the police to build up an accurate profile of events and ensure that a police presence in the village is maintained. With regard to the play area, it is important that people report the date and time of incidents to the clerk so that the CCTV footage can be checked for evidence.

The wider issues were also briefly discussed. These included the youth club, the possibility of a youth shelter, and a youth council.

2. **CCTV Camera**

A replacement camera is needed to cover the area at the side of the pavilion, opposite the play area. The camera needs to be vandal proof. The clerk will obtain a quote from the person who installed the original cameras.

3. Community Litter Pick

It was **RESOLVED** in principle to organise such an event on a date to be confirmed. The clerk was instructed to contact local groups and invite them to take part, as well as advertising the event in Scene.

4. Parking on Roadside Verges

The main areas for concern are Ladbroke Road, Hambridge Road and Central Drive. The clerk was instructed to investigate the type and cost of barriers available and the associated costs of installation.

14. Public Footpath SM85

The clerk is waiting for a response from the landowner’s solicitor. It was agreed that the clerk would obtain quotes for the work and write to the landowner with a proposal asking them to sign a declaration giving their consent.

It was agreed at this point to defer any remaining non-urgent items to the next meeting.

15. Community Links Transport Service

This was deferred to the next meeting.

16. County and District Liaison

There were no items to discuss.

Cllr Kanwar left the room for 2 minutes at this point.

17. Consultations

The consultations working party had already arranged a meeting to discuss these and will make their recommendations at the December meeting.

18. Confidential Items

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972 in view of the confidential nature of the business to be transacted as follows:

1. Legal Matters

It was **RESOLVED** to include additional planting on the public open space in question as part of the landscaping renovation works.

19. Accounts Payable

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

20. Reports and Questions

- Cllr Kanwar reported that he is currently working as a local GP but would prefer not to be consulted by people he knows personally.
- A traffic mirror has been installed at Dudge Hill which is causing a problem. The clerk will report it to WCC.

The meeting closed at 10.15pm.

Signed.....Chairman

Date.....

Bishop's Itchington Parish Council**APPENDIX A****Accounts Payable 7 November 2011**

<u>To Whom Payable</u>	<u>Cheque No</u>	<u>Ex Vat</u>	<u>Vat Payable</u>	<u>Totals</u>
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Urgent accounts paid since last meeting requiring the formal approval of the Council

£	-	£	-
£	-	£	-
£	-	£	-
£	-	£	-
£	-	£	-
£	-	£	-
£	-	£	-
£	-	£	-
£	-	£	-

Sub-totals	£	-	£	-	£	-
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Accounts to be paid this week

Staff salaries	2617	£ 1,199.18	£	-	£	1,199.18
Staff salaries	2618	£ 265.16	£	-	£	265.16
Staff salaries	2619	£ 125.05	£	-	£	125.05
Staff salaries	2620	£ 62.08	£	-	£	62.08
Staff salaries	2621	£ 36.88	£	-	£	36.88
HMRC (PAYE)	2622	£ 397.00	£	-	£	397.00
WCC Pension Fund	2623	£ 318.04	£	-	£	318.04
SLCC Enterprises Ltd (t/course)	2624	£ 95.00	£	19.00	£	114.00
Tudor Environmental (bag holders)	2625	£ 23.90	£	4.78	£	28.68
MFM Services (grass cutting September)	2626	£ 752.00	£	-	£	752.00
SLCC (Clerk's Manual 2011)	2627	£ 32.00	£	-	£	32.00
BI Village News (Scene postage)	2628	£ 9.68	£	-	£	9.68
Severn Trent Water Ltd	2629	£ 24.74	£	-	£	24.74
A Biddle (expenses)	2630	£ 31.90	£	-	£	31.90
M Cosgriff (expenses)	2631	£ 5.00	£	-	£	5.00
Viking (stationery)	2632	£ 61.74	£	12.35	£	74.09
MFM Services (grass cutting October)	2633	£ 752.00	£	-	£	752.00
A Davies Memorials (repairs)	2634	£ 700.00	£	-	£	700.00

Sub-totals	£ 4,891.35	£	36.13	£	4,927.48
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£	-
£	-
£	-
£	-
£	-
£	-
£	-
£	-
£	-

TOTALS	£ 4,891.35	£	36.13	£	4,927.48
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Bishops Itchington Parish Council

Summary spend v budget by month

Appendix B

Oct-11 7	This month			Year to date		
	Actual £'s	Budget £'s	Variance £'s	Actual £'s	Budget £'s	Variance £'s
Budget Heading						
Salaries & expenses	2,215.24	2,260.25	(45.01)	15,808.04	15,821.75	(13.71)
Administration	64.00	182.21	(118.21)	6,410.97	6,906.81	(495.84)
Grasscutting & estate work	300.00	667.54	(367.54)	4,867.68	4,672.79	194.89
Cemetery & churchyard	1,377.24	1,325.46	51.78	5,882.28	8,883.19	(3,000.91)
Pavilion & playing field	1,220.04	644.32	575.72	3,401.13	4,130.17	(729.04)
Yellow Land	-	41.67	(41.67)	2,591.93	291.67	2,300.26
Community Group	-	83.33	(83.33)	-	583.33	(583.33)
Memorial Hall	-	83.33	(83.33)	-	583.33	(583.33)
Other grants	-	-	-	250.00	1,000.00	(750.00)
Section 137	17.00	-	17.00	17.00	36.90	(19.90)
Other Expenditure	-	48.33	(48.33)	540.00	338.33	201.67
VAT payments	111.40	-	111.40	910.66	-	910.66
Contingency	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Expenditure	5,304.92	5,336.45	(31.53)	40,679.69	43,248.29	(2,568.60)
Income	312.90	31,450.93	#####	66,264.12	64,345.44	1,918.68
Surplus deficit	(4,992.02)	26,114.48	#####	25,584.43	21,097.16	4,487.27
Balance brought forward	77,101.99	41,508.22	35,593.77	46,525.54	46,525.54	-
Balance carried forward	72,109.97	67,622.70	4,487.27	72,109.97	67,622.70	4,487.27