

BISHOP'S ITCHINGTON PARISH COUNCIL

**Minutes of the meeting held on 5 December 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 Macaulay

Cllr Kanwar
Cllr Maddison

In Attendance

Cllr Stevens (County)
Cllr Hamburger (District)

Alison Biddle, Clerk to the Council

Members of the public: 4

1. Apologies

Apologies were received as follows: Cllr Wheeler (working); District Cllr Mann (holiday)

2. Declarations of Interest

None declared.

3. Minutes

It was **RESOLVED** to accept the minutes of the parish council meetings held on the following dates as true and complete records of those meetings:

Monday, 24 October 2011
Monday, 7 November 2011
Monday, 21 November 2011

4. Public Forum

It was noted that a public consultation in respect of affordable housing had taken place a few months ago. Why is the parish council considering a further survey? It was explained that the most recent consultation had been on the location of affordable housing while previous surveys had related to the need for affordable homes in the village. Following the withdrawal of funding by the Homes and Communities Agency, the only way an affordable housing scheme would now be viable is if it were combined with local market housing. Hence the need now for a survey to establish whether or not there is a need for local market housing.

5. Police Matters

None reported.

6. Clerk's Report

The clerk will be meeting with WCC later in the week to discuss the problem of parking on the verges and greens. It was noted that residents are using the footpath which leads from Ladbroke Road to Central Drive as a vehicular access despite the agreement that the bollards which had previously prevented such access would be removed on the basis that vehicular access was restricted to emergencies only. The clerk was asked to bring this problem to the attention of WCC.

7. Planning Matters

1. **11/02500/FUL**

Construction of one pair of semi-detached houses in the rear garden of no. 27 Gaydon Road, together with the creation of new vehicular access for the dwellings onto Knightcote Road 27, Gaydon Road

The applicant was present and pointed out that there was only to be one access onto Knightcote Road. However, the plans clearly show that there are to be two separate drives and accesses.

It was **RESOLVED** to object to this planning application for the following reasons:

1. If this planning application were to be granted it would set a dangerous precedent for this area of the village where 5 more houses have gardens which are approximately the same size as this site and another 4 have gardens which are approximately 1/4 to 1/3 smaller.

2. The gardens in this area, which are all rear gardens, back onto Knightcote Road. This road to Knightcote, once it has passed the entrance to Scowcroft Drive, is a narrow, country lane, surrounded by farmland on the left and the afore-mentioned gardens on the right. While some of the gardens do have an entrance from this road, all of them have high gates or trees in keeping with the rural feel and look of the area. This application requires 2 new driveways, both 3 metres wide, which will enter/exit directly onto this road. This is not in keeping with the character of the area.

3. The existing garden is approximately 1000 sq metres in size. The proposed development of 2 two-storey, 3 bedroom semi-detached houses will occupy 600 sq metres of garden space, as well as extending right across most of the width of the garden. This is substantial over-development of the site. In addition, the 2 houses will be seen clearly from Knightcote Road owing to their size, which again, is not in keeping with the character of the area.

4. The plans submitted show clearly that the end result will be a self-contained plot, separated from the applicant's house and remaining garden by a 2m high fence. This would amount to dividing the existing plot into two, resulting in 2 new market or private homes which could then be sold separately on the open market, either as lease-hold or freehold, at a later date.

5. The applicant states, in their justification of this planning application, that there is a lack of affordable housing in the village. Whilst this fact is not disputed, it is important to bear in mind that the parish council is currently well down the line in pursuing a scheme by which affordable homes can be built in the village.

6. It is also noted that in 2002, SDC refused planning permission to build a single storey, 1 bedroom bungalow at the end of the garden of no 39, Gaydon Road which was required as a dwelling for the person who runs the cattery business at this address but who lived elsewhere in the village at the time, on the basis that the land in question was a residential garden.

7. It is also noted that this planning application does not appear to have been the subject of any pre-application advice from SDC's planning officers.

2. **11/02110/FUL**

Construction of single storey dwelling house and detached garage
Blue Barn Stables, Knightcote Road

Since the last PC meeting, there has been further correspondence with SDC about this application. It was agreed that the parish council was still unable to make any comment on this planning application until the problems relating to the condition of use have been resolved. The clerk was instructed to advise SDC accordingly.

3. **Starbold Windfarm**

Cllr Whittaker will attend Broadview's exhibition on 8 December 2011 on behalf of the parish council.

8. **Affordable Housing**

The working party had considered the draft letter and questionnaire provided by the Rural Housing Enabler and had subsequently decided that something rather different was required. They felt that the fundamental question to be asked is whether or not the residents of the village want more market housing. They had therefore prepared a new questionnaire consisting of just one sheet, accompanied by a revised covering letter. The working party explained its reasoning and then circulated their proposed draft documents to all members present.

Some councillors were unhappy with the new questionnaire. They felt that the working party had not done what it had been asked to do by the council. There were also concerns that if this new questionnaire was used, it would be necessary to conduct a further survey depending on the response to this one. A motion was put forward that just one survey should be conducted. A vote was taken which resulted in 4 votes for to 4 votes against. The chairman used his casting vote in favour of one survey. It was therefore **RESOLVED** that only one survey should be conducted.

It was also **RESOLVED** to set up a new working party comprising Cllr Heatley, Cllr Tagg-Wilkinson and Cllr Macaulay, to prepare a revised draft of the Rural Housing Enabler's original questionnaire and covering letter for the next parish council meeting in January.

9. **Finance**

1. **Monthly Financial Report**

There were no questions.

2. **Accounts Payable**

These were agreed and passed for signing.

3. **HS2 Action Group Funding Request**

It was agreed to consider including a contingency fund in next year's budget which could be used for a range of things such as HS2 or the proposed windfarm but not one specific cause.

10. **Budget**

1. **Cemetery Fees**

It was **RESOLVED** to increase the cemetery fees as outlined in the document at appendix A attached.

2. **Overall Budget 2012/13**

The overall budget was confirmed, subject to the inclusion of a £500 contingency fund. Full details are provided at appendix B attached.

3. **Precept 2012/13**

It was **RESOLVED** to set the precept for 2012/13 at £65,000.

11. **Standing Orders**

An error had occurred in November 2010 during the conversion of the draft word document to pdf. This had the effect of removing the clause which stipulated that parish council meetings should not exceed 2hrs 30 mins. As a result the subsequently approved document had not included this clause. At last month's meeting, a new resolution had been passed that the council would review the agenda at 9.45pm as necessary, and decide at that point whether or not to continue past 10.00pm or to defer any remaining items to a later date. It was proposed that the council should

adhere to the latest resolution as passed at last month's meeting. A vote was taken resulting in 5 for and 3 against. It was therefore **RESOLVED** to keep the resolution as detailed above.

12. Environment

1. CCTV Camera

The quote for replacement of the vandalised CCTV camera which will cover the corner of the pavilion is £275 plus vat. It was **RESOLVED** to replace the camera and the clerk was instructed to place the order.

2. Cemetery Gate Post

It was agreed that the clerk would discuss with WCC the possibility of installing a bollard in the lay-by to protect the post.

3. Royal Wedding Bench

Dan Britton had provided a scale model of the design. It was agreed that this should be shown to the vicar and the PCC before any decision is made.

Cllr Christian-Carter gave her apologies and left the meeting at 9.30pm during item 12 above.

13. BIPC Calendar 2012

It was **RESOLVED** to accept the draft calendar previously circulated, subject to the date of the June meeting being amended to 11 June 2012. It was agreed that owing to the bank holiday, the agenda for this meeting would be sent out early, on the 1 June 2012.

14. County and District Liaison

1. WCC and SDC Information

- WCC is going through the budget setting process at the moment
- A police commissioner is to be elected by this time next year
- The responsibility for public health is being transferred to WCC
- Cllr Hamburger will be receiving training for the Localism Act this week.

2. Community Forum Debate

Cllr Kettle gave a brief update on the current situation. The council approved his request to write to the Chief Executive of WCC about his concerns. Cllr Heatley volunteered to attend the meeting of parish councils which is being organised for the New Year.

15. Consultations

It was agreed that the consultations working party would provide the clerk with their final response before the Christmas leave period.

16. Accounts Payable

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

17. Reports and Questions

- There have been some complaints about people parking their cars on the pavement outside the old chapel. The clerk will pass this on to the police.
- SDC has advised that their contractor will no longer empty the dog bins on the far side of the playing field because they do not have vehicle access. It was agreed that this would have serious implications and that to give the parish council time to make alternative arrangements

it would be necessary to allow the refuse collectors temporary vehicular access to the field.
The clerk will make the necessary arrangements.

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. Staff Contracts

The clerk's revised contract, which had been circulated to members prior to the meeting, was signed by the chairman and the clerk in the presence of the council.

The meeting closed at 10.05pm.

Signed.....Chairman

Date.....

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

Nov-11 8	This month			Year to date		
	Actual £'s	Budget £'s	Variance £'s	Actual £'s	Budget £'s	Variance £'s
Budget Heading						
Salaries & expenses	2,403.39	2,260.25	143.14	18,211.43	18,082.00	129.43
Administration	320.90	332.21	(11.31)	6,731.87	7,239.02	(507.15)
Grasscutting & estate work	1,207.90	667.54	540.36	6,075.58	5,340.33	735.25
Cemetery & churchyard	780.00	1,325.46	(545.46)	6,662.28	10,208.66	(3,546.38)
Pavilion & playing field	299.47	644.32	(344.85)	3,700.60	4,774.49	(1,073.89)
Yellow Land	-	41.67	(41.67)	2,591.93	333.33	2,258.60
Community Group	-	83.33	(83.33)	-	666.67	(666.67)
Memorial Hall	-	83.33	(83.33)	-	666.67	(666.67)
Other grants	-	-	-	250.00	1,000.00	(750.00)
Section 137	-	-	-	17.00	36.90	(19.90)
Other Expenditure	-	48.33	(48.33)	540.00	386.67	153.33
VAT payments	48.29	-	48.29	958.95	-	958.95
Contingency	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Total Expenditure	5,059.95	5,486.45	(426.50)	45,739.64	48,734.74	(2,995.10)
Income	169.85	294.92	(125.07)	66,433.97	64,640.36	1,793.61
Surplus deficit	(4,890.10)	(5,191.53)	301.43	20,694.33	15,905.62	4,788.71
Balance brought forward	72,109.97	67,622.70	4,487.27	46,525.54	46,525.54	-
Balance carried forward	67,219.87	62,431.16	4,788.71	67,219.87	62,431.16	4,788.71

CEMETERY FEES FROM 1 APRIL 2012

Single Burial Plot	£100.00
Double Burial Plot	£200.00
Interment	£100.00
Single Headstone	£90.00
Cremated remains into 2ft x 2ft plot	£75.00
Cremation Plaque	£60.00
Further inscription	£25.00
Ashes into already purchased burial plot	£35.00
Second interment of ashes into pre- purchased plot	£35.00
Child or stillborn baby's grave and interment	£30.00
Child's headstone 1ft x 1ft 2" x 2" overall	£40.00
Grave for 6 to 15 yrs old at time of death	£45.00
Headstones on Double Graves	
5ft base with one headstone	£120.00
5ft base with two headstones	£150.00
Use of Chapel	£30.00 per hour

Bishops Itchington Parish Council
Income and expenditure forecast for 2011-12

Income and expenditure	Actual to 31/10/11	Forecast for 5 months ending 31/3/12	Out turn for 2011/12	2011/12 Budget
Reserves b/f 2011-12			9,599	6,406
INCOME 2011-12				
Precept	62,250		62,250	62,250
Income	4,014	4,091	8,105	5,070
Forecast income	66,264	4,091	70,355	67,320
EXPENDITURE 2011-12				
Salaries	15,808	11,541	27,349	27,123
Admin	6,411	9,219	15,630	15,993
Grass cutting	4,868	2,645	7,513	8,011
Section 137	17	-	17	37
Cemetary & churchyard	6,582	8,430	15,012	12,473
Pavillion & play equipment	3,401	2,449	5,850	5,832
Yellow Land	2,592	-	2,592	500
Memorial Hall	-	1,000	1,000	1,000
Other expenditure	790	1,836	2,626	2,580
VAT	911	-	911	-
	-	-	-	-
Total expenditure	41,380	37,121	78,500	73,548
Net movement			(8,145)	(6,228)
Reserves c/f			1,454	178

Bishops Itchington Parish Council
Detailed budget working papers 2012-13

Budget Heading	2011-12 Budget	2011-12			Additional spend	Inflation uplift	2012-13 Budget	Totals
		Actual to 31/10/11	Forecast for 5 months ending 31/3/12	Total				
Budget Heading						2.5%		
Salaries & Expenses								
Net salaries	22,948	11,813	8,438	20,251			21,148	
PAYE and NI	1,270	2,440	1,743	4,183			4,463	
Pension contribution	2,655	1,555	1,111	2,665			2,913	
Chairman's and other councillor	250	-	250	250			250	
				-				
Total salaries & expenses	27,123	15,808	11,541	27,349				28,773
Administration								
Rent	10,000	2,000	8,000	10,000			7,000	
NALC/WALC	527	527		527			527	
Stationery	200	262	50	312			250	
Insurance	1,785	1,810		1,810	2.50%		1,856	
Room Hire	504	230	164	394	2.50%		404	
Training	500	310	300	610			500	
Information Commissioner	35	35		35			35	
SLCC subs	200	-	216	216			200	
Telephone & B'band	600	262	262	524			600	
Audit	615	670		670	2.50%		687	
WRCC	50	-	None	-	2.50%		50	
Other administration	642	156	150	306	2.50%		314	
Office Equipment	47	12		12	2.50%		12	
Travel expenses	259	108	77	185	2.50%		190	
Web site / IT		-		-				
CPRE Subscription	30	29		29	2.50%		30	
Total administration	15,993	6,411	9,219	15,630				12,654
Grasscutting & estate works								
Verges	4,911	2,960	300	3,260			5,000	
Trees & Hedges	2,500	1,415	1,320	2,735			2,500	
Footpaths (P3)	250	-	25	25			250	
Street Furniture	350	493	1,000	1,493			350	
Equipment (litter warden)	-	-		-			-	
Total grasscutting & estate works	8,011	4,868	2,645	7,513				8,100
Cemetery & Churchyard								
Caretaking	923	746	467	1,213			1,200	
Grasscutting	5,053	3,870	900	4,770			5,000	
Gang mowing	263	200	63	263	2.50%		269	
Waste removal	601	281	251	532	2.50%		545	
Rates	364	381		381	2.50%		391	
Chapel / fence maintenance	750	-	800	800			750	
Trees, shrubs & hedges	250	404	1,000	1,404			400	
Reflective Area	1,000	-	1,000	1,000				
Path repair	2,450	-	3,950	3,950				
Memorial repair fund	500	700		700			500	
Software	320	-		-				
Total cemetery & churchyard	12,473	6,582	8,430	15,012				9,055
Pavilion & Playing Field								
Field Maintenance	108	-		-			108	
Signage & Bollards	-	49		49			49	
Caretaking	1,302	800	500	1,300			1,302	
Grasscutting	1,852	1,389	350	1,739	3.00%		1,791	
Play equipment mtnce	571	557		557	2.50%		571	
Play equipment inspection	-	-		-			500	
Pavilion mtnce	500	-	500	500			500	
Gang Mowing	809	560	40	600			809	
WPFA	-	-		-				
Water	41	47	59	106	2.50%		108	
Security lighting	-	-		-			-	
CCTV	150	-	400	400			150	
Playing field equipment	500	-	600	600			600	
Total pavilion & playing field	5,832	3,401	2,449	5,850				6,487
Yellow Land								
Staff costs		782		782				
Equipment and materials	500	10		10			500	

Bishops Itchington Parish Council
Detailed budget working papers 2012-13

Budget Heading	2011-12 Budget	2011-12			Additional spend	Inflation uplift 2.5%	2012-13 Budget	Totals
		Actual to 31/10/11	Forecast for 5 months ending 31/3/12	Total				
Budget Heading								
Professional fees		809		809				
Publicity and promotion		-		-				
Learning materials		863		863				
Office costs		-		-				
Other		129		129				
Total Yellow Land	500	2,592	-	2,592			500	
Community Group								
Property improvements	500	-	500	500		500		
Professional fees	500	-	500	500		250		
Other - Community links		-		-				

Bishops Itchington Parish Council
Detailed budget working papers 2012-13

Budget Heading	2011-12 Budget	2011-12		Total	Additional spend	Inflation uplift	2012-13 Budget	Totals
		Actual to 31/10/11	Forecast for 5 months ending 31/3/12					
Budget Heading						2.5%		
Total Community Group	1,000	-	1,000	1,000				750
Memorial Hall								
Hall improvements	1,000	-	1,000	1,000			500	
Grass cutting and maintenance		-		-				
Other	-	-		-			-	
Total Memorial Hall	1,000	-	1,000	1,000				500
Grants to other village groups								
Church	-	-		-			-	
BISA	500	-	500	500			500	
Carnival	250	250		250			250	
Biodiversity Group	250	-	250	250			250	
Other - Bowls	-	-		-			150	
Total other grants	1,000	250	750	1,000				1,150
Section 137								
Best Kept Village Comp	21	-		-				
Grants	16	17		17			16	
Church Repair Fund		-		-				
Total section 137	37	17	-	17				16
Other Expenditure								
Village information	480	120	86	206			250	
Election	100	-		-			1,000	
Jubilee day		420		420			1,795	
Total other Expenditure	580	540	86	626	10%			3,045
VAT payments		911		911				500
Contingency		-		-				
Transfers		-		-		2.50%		
Total Expenditure	73,548	41,380	37,121	78,500	-			71,530
Income								
Precept	62,250	62,250		62,250				
Burials	2,750	733	750	1,483			2,250	
Reimbursements (VAT & S136)	1,500	213	3,100	3,313			2,250	

Bishops Itchington Parish Council
Summary budget working papers 2012-13

Budget Heading	2010-11 Actual	2011-12 Budget	2011-12			2012-13 Budget
			Spend to date	Forecast for 5	Total	
Salaries & Expenses	23,777	27,123	15,808	11,541	27,349	28,773
Administration	6,530	15,993	6,411	9,219	15,630	12,654
Grasscutting & estate works	4,344	8,011	4,868	2,645	7,513	8,100
Section 137	5,017	37	17	-	17	16
Cemetery & Churchyard	6,613	12,473	6,582	8,430	15,012	9,055
Pavilion & Playing Field	5,724	5,832	3,401	2,449	5,850	6,487
Yellow Land	36,629	500	2,592	-	2,592	500
Memorial Hall	80	1,000	-	1,000	1,000	500
Other Expenditure	7,381	2,580	790	1,836	2,626	4,945
VAT payments	2,976	-	911	-	911	500
Total Expenditure	99,069	73,548	41,380	37,121	78,500	71,530
Income exc Precept	27,678	5,070	4,014	4,091	8,105	5,254
Surplus/ (deficit) pre precept	(71,391)	(68,478)	(37,366)	(33,030)	(70,395)	(66,276)
Funded by:						
Surplus b/f	9,118	6,406	9,599	34,484	9,599	1,454
Transfer (to) / from reserves	6,622				-	
Surplus/deficit in period	(71,391)	6,406 (68,478)	9,599 (37,366)	34,484 (33,030)	9,599 (70,395)	1,454 (66,276)
Net position before Precept	(55,651)	(62,072)	(27,766)	1,454	(60,796)	(64,821)
Precept	65,250	62,250	62,250		62,250	65,000
Net surplus/ (deficit) post precept	9,599	178	34,484	1,454	1,454	179
RESERVE RECONCILIATION						
General reserve b/f	21,000	21,000	21,000	21,000	21,000	
Specific reserves	26,000	26,000	26,000	26,000	26,000	
Capital works reserve					-	
Memorial Hall	2,500	2,500	2,500	2,500	2,500	
Parish office	34,426	34,426	34,426	34,426	34,426	
Yellow Land	-					
	83,926	82,732	83,926	83,926	83,926	
Revenue reserves b/f	9,118	6,406	9,599	34,484	9,599	
Transfer to specific reserves					-	
Transfer from reserves	6,622				-	
Adjusted revenue reserves	15,741	6,406	9,599	34,484	9,599	
Surplus/ (Deficit) in period	(6,141)	(6,228)	24,884	(33,030)	(8,145)	
Revenue reserves c/f	9,599	178	34,484	1,454	1,454	
Total reserves c/f	93,526	80,803	118,410	85,380	85,380	