

# BISHOP'S ITCHINGTON PARISH COUNCIL

## Minutes of the Ordinary Parish Council Meeting 13 March 2023 at 7.30pm

### Present

Cllr Dugmore (Chairman)    Cllr Christian-Carter    Cllr Gates    Cllr Kettle  
   Cllr Thomas                    Cllr Tressler

### Absent

4 Vacant seats

### In Attendance

Karen Stevens - Clerk to the Council

### Public

2 – Cllr Nigel Rock and Natalie Gist

### 23/46 Apologies

Cllr Kettle has expressed his apologies for lateness as he must attend another meeting first.

It was **RESOLVED** to accept Cllr Kettles apologies for lateness. (Proposed Cllr Tressler, seconded Cllr Gates, all in favour).

### 23/47 Declarations of Interest

Cllr Tressler – item 6.2.ii. Cllr Tressler intends to leave the room for this item.

Cllr Kettle – item 6.2.ii. Cllr Kettle intends to leave the room for this item.

Cllr Dugmore – 8.3 declarable pecuniary as he is the recipient of the payment. He will therefore leave the room and request that the vice chairman chairs the item.

### 23/48 Dispensations

None.

### 23/49 Minutes

i. Ordinary parish council held on 13 February 2023

It was **RESOLVED** to approve the minutes of the ordinary parish council held on 13 February 2023 as a true and complete record of that meeting. (Proposed Cllr Thomas, seconded Cllr Tressler, all in favour).

ii. Extraordinary parish council held on 27 February 2023

It was **RESOLVED** to approve the minutes of the extraordinary parish council held on 27 February 2023 as a true and complete record of that meeting. (Proposed Cllr

Christian-Carter, seconded Cllr Gates, four in favour, one abstention (Cllr Tressler as he was not present at the meeting).

**23/50 Public Forum**

No items raised.

**23/51 Planning Matters**

1. To review and consider any amendment to the responses made using delegated powers for the following planning application:

**23/00345/FUL**

Hargreaves House, 3 Church Close, Bishops Itchington, CV47 2QH – Demolition of conservatory, erection of ground floor and first floor extension.

**No representations with comments.**

No further action required.

2. To note/discuss the following decisions:

**i. 22/03314/FUL**

Garage Blocks, Starbold Road, Bishops Itchington – Construction of 2 no. 3 bedroom houses with garages and associated development.

**Permission with conditions.**

Cllrs Dugmore and District Cllr Kettle attended the planning committee and made the parish councils case to object to the planning permission being granted particularly in respect of the parking situation, loss of amenity to the neighbouring houses etc., The committee felt it appropriate to support the application 6:3. Cllr Dugmore had expressed his frustration at the evenings events and his disappointment at the interpretation of the facts presented by the planning officer and as such a copy of his email has been forwarded to John Careford, Head of Development at Stratford District Council (SDC) for his review. Cllr Kettle concurs with what Cllr Dugmore said and thinks the decision made by Planning Committee was wrong – we have a Neighbourhood Development Plan, a clear supplementary planning document on design guides but the planning officer did not think these relevant and referred to single properties elsewhere in the village yet nowhere in the Lakin Drive estate or the Knightcote Grange estate are there any single properties and in fact there are none anywhere in the village but apparently she said there were.

**ii. 21/01768/LDP**

**Appeal Ref: APP/J3720/X/21/3282578**

Christmas Hill Farm, Gaydon Road, Bishop's Itchington, CV47 2QY – Occasional letting of two bedrooms in 6-bedroom house to paying guests.

**Appeal is allowed.**

Cllrs Tressler and Kettle left the meeting.

This is a report only item. The applicant had applied for commercial letting on the property as an Air B&B which was refused. On appeal this decision has been overturned. There are conditions that they can only let the two units out during term time Monday to Thursdays.

Cllrs Tressler and Kettle returned to the meeting.

iii. **22/03722/FUL**

2 Gaydon Road, Bishop's Itchington, CV47 2QN – Retrospective permission for the dropping of kerb for access to off road parking across a small grass area.

**Application withdrawn.**

iv. **23/00057/FUL**

Coben, Gaydon Road, Bishop's Itchington, CV47 2QZ – Proposed storey rear extension plus raising height of part of the existing roof by 1m to meet the extension. Single storey side extension. External refurbishment of existing property.

**Permission with conditions.**

**23/52 County, District & Parish Liaison  
SDC/WCC**

Cllr Kettle had circulated his SDC report prior to the meeting. Questions were raised with regards to this report:

- Planning Section and reference to performance figures and the assertion that SDC figures are good. How is it measuring 'good' as in a purely quantitative sense you might be achieving a target but there is a huge hole in the quality of those decisions? There are standards to be met that are set by the DCLG that all local planning authorities have to meet and therefore to meet that deadline is regarded operationally as a success. The question as to whether they are good decisions or not is a different matter and what we do not have is success at appeal,
- A number of disgruntled people who have paid a fee to SDC for planning applications cannot understand why they are not getting value for money because the procrastination that goes on, inevitable delays etc and these figures hide a "multitude of sins". This will be compounded if the Government consultation on planning fees option to increase fees for major planning applications by 35% and 25% for all other applications is implemented. The costs of servicing planning applications and the on-costs (Planning Officers are professionally qualified members of staff) is a lot higher than the fees charged,
- It has been noted that £50,000 has been put to planning enforcement but this doesn't even equate to two full time equivalent (FTE) posts so what difference will it make? Two of FTE posts were removed about two years ago as part of a re-organisation of planning enforcement which is a discretionary service. It was not a popular decision and putting another person in will assist with the process,
- At the last meeting, the question was asked as to what the current strength of planning enforcement was and no answer has been received yet. Cllr Kettle apologised and advised that he will circulate the information requested,

- Question of SDC's approach to reserves and how much they want to put away to meet 'future financial uncertainties' at a time when the majority of residents are facing a very dire financial uncertainty. SDC have to be able to demonstrate over a five year plan/period that the council has sufficient reserves to meet its five year expenditure. Years three, four and five of the medium-term financial plan demonstrated that there was continual up-flow after the first year and for SDC to be able to satisfy the Section 151 Officer (independent statutory role) these reserves have been put aside.

WCC:

- The painting of white lines on the bend of Chapel Street and the work at the cemetery layby are being chased so as to be completed within this financial year,
- HS2 – A meeting has been held with HS2 and a reminder was given of funding available for local projects to improve the environment in villages affected by HS2,
- Trying to identify flood spots therefore if anyone is aware of any, please inform Cllr Kettle,
- Temporary traffic lights Harbury Lane/Fosse Way crossroads. People have been complaining about the lights being stuck on red particularly at weekends. This is the result of people stealing the control box and this results in the lights going to default mode automatically which is red.

## 23/53 Finance

- 1 **Monthly Financial Report for February 2023:**  
It was **RESOLVED** to accept the Monthly Finance Report ending 28 February 2023 as presented. (Proposed Cllr Gates, seconded Cllr Thomas, all in favour).
- 2 **Bank Reconciliation Report - February 2023:**  
Cllr Gates has viewed the February bank reconciliation and it is correct.
- 3 **Payment of Chairman's Allowance:**  
Cllr Dugmore left the meeting for this item.  
It was **RESOLVED** to agree the payment of £500 Chairman's Allowance for 2022/23 to Cllr Dugmore. (Proposed Cllr Kettle, seconded Cllr Gates, all in favour).  
  
Cllr Dugmore re-joined the meeting.
- 4 **Accounts for payment on 13 March 2023:**  
It was **RESOLVED** to approve the Accounts Payable on 13 March 2023 including the Chairmans Allowance of £500 (Appendix B). (Proposed Cllr Gate, seconded Cllr Kettle, all in favour).  
Cllrs Gates and Thomas agreed to authorise/process the payments.

- 5     **Zoom Subscription:**  
Following discussion, it was **RESOLVED** to cancel the annual subscription to Zoom for the forthcoming year and if the need arises, then set up a new subscription. (Proposed Cllr Tressler, seconded Cllr Dugmore, all in favour).
- 6     **Survey Monkey Subscription:**  
Following discussion, it was **RESOLVED** to cancel the annual subscription to Survey Monkey for the forthcoming year and if the need arises, then set up a new subscription. (Proposed Cllr Dugmore, seconded Cllr Gates, all in favour).
- 7     **Appointment of Internal Auditor for the financial year 2022/23:**  
It was **RESOLVED** to appoint Trevor Gill to undertake the Internal Audit for 2022/23. (Proposed Cllr Christian-Carter, seconded Cllr Tressler, all in favour).

**23/54 South Warwickshire Economic Strategy Consultation:**

Following discussion, it was **RESOLVED** the parish council does not respond to the consultation ,. (Proposed Cllr Thomas, seconded Cllr Tressler, four in favour, 1 against (Cllr Dugmore), 1 abstention (Cllr Kettle))

**23/55 Meeting Calendar 2023/24:**

It was **RESOLVED** to accept the proposed calendar of meetings for the forthcoming year (appendix C). (Proposed Cllr Dugmore, seconded Cllr Christian-Carter, all in favour).

**23/56 Bishop’s Itchington Parish Council – Standing Orders:**

It was **RESOLVED** to adopt the Standing Orders as presented. (Proposed Cllr Christian-Carter, seconded Cllr Tressler, all in favour).

**23/57 Parish Council Elections – 4 May 2023**

Nomination Forms – If councillors require the clerk to return their nomination form to SDC they need to be with her by 1.00pm on 23 March 2023 otherwise, the individual will need to be take their nomination form to SDC by 4.00pm on 4 April 2023. No appointments are necessary at SDC.

**23/58 Environment & Properties**

**1. Children’s Playground:**

- The start date has been put back to 17 April due to over-running projects but this will allow the playground to be used over the Easter holidays,
- We have to buy an inclusive swing and it was suggested that the monies from the Go Fund Me page be used to purchase this. Costs vary dependent on what type of swing is required,
- Comprehensive document received from Kompan outlining all works

**2. Grounds Maintenance Contract:**

- i. Works to reduce the height of the hedge at the Church Yard:

- The church is requesting the work to reduce the height of the hedge by half to enable the church to be seen better,
- Have they consulted with local residents as people opposite may have a strong view towards the possible reduction in height?
- The deadline for hedge cutting has been missed (The Wildlife and Countryside Act of 1981 states no hedge cutting can take place between the end of February and beginning of September due to nesting birds unless it is for road safety reasons only),
- Suggested that we write to them saying they have missed the deadline and therefore this is a major change requiring an environmental survey (ecologists report to look at what biodiversity is within the hedge, what the impact would be of reducing the height of the hedge by half would be, etc.),
- Should parish council funds be used for this to change the configuration of the hedge as it is additional to the normal work undertaken to the hedge,
- Item to be deferred until September.

It was **RESOLVED** that the Wildlife and Countryside Act of 1981 precludes the cutting of the hedge until the autumn therefore we are not able to support the request at this point. (Proposed Cllr Kettle, seconded Cllr Christian-Carter, all in favour).

ii. Hedge between Scowcroft Drive and Knightcote Road:

- There is a ditch and hedge on the boundary of the properties between Scowcroft Drive and Knightcote Road,
- The hedge and ditch are outside the boundary of the properties – there is a fence there and the title plan,
- Highways are saying it is nothing to do with them. It is outside the title plan of the properties and therefore not their responsibility. This raises the question of whose is the hedge as it requires some work to it,
- The ditch is the boundary and therefore the owner of the hedge is the person who owns the field,
- Cannot recall when the development was undertaken (2002/2003) of anything being transferred to the council,
- Hypothesis is at the point the field was sold to the developer that hedge is field side of the ditch and therefore hedge was part of the field sold to the developer. The developer has sold off the parcels of land within it which did not include the hedge. Therefore the hedge technically probably still belongs to the developer who will not maintain it,
- Do we: i. take it under our control and do something with it like we have done elsewhere with public open space, ii. Do we let the residents manage it or iii. Do we have any other ideas,
- The public open space in Parrish Close is maintained by the parish council but the hedgerow was not transferred to the parish council,
- Cannot make a decision until September therefore suggested that we use this time to confirm the land was not transferred to the parish council, then we write to Taylor Wimpey and say that there is a hedge in their ownership which is causing distress/loss of light to

residents etc, what are their plans for dealing with it. Dependent on their response, we discuss a way forward.

It was **RESOLVED** that as the Wildlife and Countryside Act of 1981 precludes any work to the hedge until the autumn a decision is deferred until September but in the meantime, a letter is sent to the developers regarding the maintenance of the hedge and the clerk checks that the hedge was definitely not transferred to the responsibility of the parish council. (Proposed Cllr Kettle, seconded Cllr Tressler, all in favour).

### **23/59 Reports and Questions:**

- Cllr Tressler advised that, at the last Memorial Hall meeting he raised that the carnival is being revived. Unfortunately, there was a certain amount of negativity although he did ask them to reach out to the organisers, Brian and Selena. He will flag this again as there was a good take up by some. The Memorial Hall are looking for help from Cllr Gates regarding the cottage. The effort that the Clerk had put in to generating the charitable status was acknowledged and was appreciated,
- A carnival meeting was held and 8 people turned up with apologies from a further 4 or 5 people. Useful, very positive discussion. There was representation at the meeting from the Memorial Hall at the meeting,
- Cllr Kettle had received a message about the failure of the parish council and himself as District Councillor in allowing the development at the garage block in Starbold Road. He did explain that the parish council does not have the authority to prevent planning decisions to be enacted but had done our best and fought incredibly hard to try and persuade SDC Planning Committee not to allow the planning application,
- Gigaclear were informed at the end of February that they had to cease all works and all permits for the Warwickshire highways network were withdrawn temporarily given their failure to comply with basic road safety and minimum standards set by the County. Gigaclear are working on behalf of Voneus. There was meeting with the managing director of Voneus and the senior operations director at WCC were Voneus requested to be allowed back on the road network. Following the meeting a number of permits were re-instated . If anyone sees inappropriate behaviour by the operatives undertaking the works around the village, please inform Cllr Kettle immediately,
- The Scene – a meeting is being arranged to see if the Scene can continue to be produced.

### **23/60 Exclusion of Public and Press:**

It was **RESOLVED** that given the nature of the next item, Proposed Salary Increases, that the public and press are excluded under Section 100a of the Local Government Act 1972. (Proposed Cllr Dugmore, seconded Cllr Tressler, all in favour)

#### **1. Proposed Salary Increases:**

It was **RESOLVED** that the Clerks annual salary be increased by 2 incremental points from 1 April 2023 and once agreed/announced, the annual National Joint Council Pay Agreement, be paid to the Clerk and be backdated to 1 April 2023. (Proposed Cllr Gates, seconded Cllr Tressler, all in favour)

Following further discussion, it was **RESOLVED** to

- i. Increase the hourly rate of pay for the Cemetery Manager by 10% from 1 April 2023,
- ii. Increase the hourly rate of pay for the Playground Inspector by 10% from 1 April 2023,

(Proposed by Cllr Thomas, seconded Cllr Christian-Carter, all in favour).

**23/61 Date of Next Meeting**

The next ordinary meeting of the parish council will take place on Monday 17 April 2023 at 7.30pm at the Community Centre.

**Meeting closed at 21:12**

Signed.....Chairman Date.....



## APPENDIX A

### Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

|  | Budget<br>2022/2023            | Reserve<br>Movements | Actual Net        | Balance     |
|--|--------------------------------|----------------------|-------------------|-------------|
| <b>INCOME</b>                                  |                                |                      |                   |             |
| <b>Bishops Itchington Parish Council</b>       |                                |                      |                   |             |
| 10   | Precept                        | £0.00                | £104,500.00       | £104,500.00 |
| 20   | Council Tax Support Grant      | £0.00                | £0.00             | £0.00       |
| 30   | Burials                        | £0.00                | £2,334.00         | £2,334.00   |
| 40   | Sec 136 & Other Reimbursements | £0.00                | £1,452.03         | £1,452.03   |
| 50   | Playing Field                  | £0.00                | £559.49           | £559.49     |
| 60   | Interest - Current             | £0.00                | £515.34           | £515.34     |
| 61   | Interest - Pavilion Fund       | £0.00                | £1,704.05         | £1,704.05   |
| 70   | Grants                         | £0.00                | £0.00             | £0.00       |
| 80   | Misc                           | £0.00                | £145.10           | £145.10     |
| 90   | VAT Refund                     | £0.00                | £9,120.91         | £9,120.91   |
| 100  | Pavilion Fund                  | £0.00                | £2.84             | £2.84       |
| <b>Total Bishops Itchington Parish Council</b> |                                | £0.00                | £120,333.76       | £120,333.76 |
| <b>Total Income</b>                            |                                | £0.00                | £120,333.76       | £120,333.76 |
| <b>EXPENDITURE</b>                             |                                |                      |                   |             |
| <b>Bishops Itchington Parish Council</b>       |                                |                      |                   |             |
| 200  | Salaries & Expenses            | £0.00                | £27,808.41        | -£27,808.41 |
| 210  | Councillor Allowances          | £0.00                | £0.00             | £0.00       |
| 220  | Administration                 | £0.00                | £11,218.97        | -£11,218.97 |
| 230  | Grounds Maintenance            | £0.00                | £22,658.40        | -£22,658.40 |
| 240  | Cemetery & Churchyard          | £0.00                | £3,163.59         | -£3,163.59  |
| 250  | Playing Field                  | £0.00                | £14,038.95        | -£14,038.95 |
| 260  | Grants                         | £0.00                | £2,191.61         | -£2,191.61  |
| 270  | Neighbourhood Plan             | £0.00                | £490.00           | -£490.00    |
| 280  | Other Expenditure              | £0.00                | £0.00             | £0.00       |
| 290  | VAT                            | £0.00                | £0.00             | £0.00       |
| 300  | Contingency                    | £0.00                | £0.00             | £0.00       |
| 310  | Parish Office                  | £0.00                | £4,755.01         | -£4,755.01  |
| 320  | Pavilion Project               | £0.00                | £4,780.64         | -£4,780.64  |
| <b>Total Bishops Itchington Parish Council</b> |                                | £0.00                | £91,105.58        | -£91,105.58 |
| <b>Total Expenditure</b>                       |                                | £0.00                | £91,105.58        | -£91,105.58 |
| Total Income                                   |                                | £0.00                | £120,333.76       | £120,333.76 |
| Total Expenditure                              |                                | £0.00                | £91,105.58        | -£91,105.58 |
| <b>Total Net Balance</b>                       |                                | <b>£0.00</b>         | <b>£29,228.18</b> |             |

## APPENDIX B

| <b>Bishop's Itchington Parish Council</b>   |                  |                   |                    |               |                 |
|---|------------------|-------------------|--------------------|---------------|-----------------|
| <b>Accounts Payable 13 March 2023</b>   |                  |                   |                    |               |                 |
| <b>To Whom Payable</b>  | <b>Ref No</b>    | <b>Ex Vat</b>     | <b>Vat Payable</b> | <b>Totals</b> |                 |
| <i>Urgent accounts paid since last meeting requiring the formal approval of the council</i> |                  |                   |                    |               |                 |
| E Biddle (office rent 01/03/23)   | s/order          | £ 440.00          | £ -                | £             | 440.00          |
| Onecom (phone & b/band 28/02/23)  | d/debit          | £ 135.86          | £ 27.17            | £             | 163.03          |
| Three Business (mobile sim 22/02/23)  | d/debit          | £ 4.17            | £ 0.83             | £             | 5.00            |
| E.ON Next (pavilion electricity 16/02/23)   | d/debit          | £ 289.64          | £ 14.48            | £             | 304.12          |
| Viking (Stationery)   | 230311           | £ 13.83           | £ 2.77             | £             | 16.60           |
| Viking (Stationery)   | 230312           | £ 93.11           | £ 18.62            | £             | 111.73          |
|   | <b>Sub-total</b> | <b>£ 976.61</b>   | <b>£ 63.87</b>     | <b>£</b>      | <b>1,040.48</b> |
| <i>Accounts for payment on 13 March 2023</i>  |                  |                   |                    |               |                 |
| J Kirton (Salary)   | 230301           | £ 49.08           | £ -                | £             | 49.08           |
| V Powell (Salary)   | 230302           | £ 117.63          | £ -                | £             | 117.63          |
| K Stevens (Salary)  | 230303           | £ 1,474.09        | £ -                | £             | 1,474.09        |
| HRMC (PAYE)   | 230304           | £ 417.56          |                    | £             | 417.56          |
| WCC Pension Fund (February)   | 230305           | £ 463.81          | £ -                | £             | 463.81          |
| Expenses (K Stevens - Mobile Sim (February))  | 230306           | £ 8.00            |                    | £             | 8.00            |
| Biffa (Trade Waste)   | 230307           | £ 346.97          | £ 69.39            | £             | 416.36          |
| Claranet (Corporate Domain Registration (March)   | 230308           | £ 4.59            | £ 0.92             | £             | 5.51            |
| Thomas Fox Landscaping (Mowing/Strimming/Weeding)   | 230309           | £ 659.46          | £ 131.89           | £             | 791.35          |
| Adam Dugmore (Chairmans Allowance)  | 230310           | £ 500.00          | £ -                | £             | 500.00          |
|   |                  |                   | £ -                |               |                 |
|   | <b>Sub-total</b> | <b>£ 4,041.19</b> | <b>£ 202.20</b>    | <b>£</b>      | <b>4,243.39</b> |
|   |                  |                   |                    |               |                 |
|   | <b>TOTAL</b>     | <b>£ 5,017.80</b> | <b>£ 266.07</b>    | <b>£</b>      | <b>5,283.87</b> |

## APPENDIX C

### Calendar of Meetings 2023/2024

Dates are all ordinary parish council meetings except where stated:

**Monday, 17 April 2023,**

**Monday, 24 April 2023, *Bishop's Itchington Annual Village Meeting*** (This is the annual meeting of the electorate, not a parish council meeting),

**Monday 15 May 2023, *Annual Meeting of the Parish Council*** (This is the meeting at which the chairman of the parish council is elected for the coming year. Working parties and their members are also appointed at this meeting),  
N.B. This meeting will be immediately followed by the usual monthly business meeting,

**Monday, 12 June 2023,**

**Monday, 10 July 2023,**

**August – no meeting,**

**Monday, 4 September 2023,**

**Monday, 9 October 2023,**

**Monday, 13 November 2023,**

**Monday, 11 December 2023,**

**Monday, 8 January 2024,**

**Monday, 12 February 2024,**

**Monday, 11 March 2024,**

**All meetings start at 7.30pm and will be held at the Community Centre.**