

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 14 January 2019 at 7.30pm Bishop's Itchington Community Centre

Present

Cllr Dugmore (Chairman)	Cllr Christian-Carter	Cllr Parker	Cllr Mann
Cllr Kettle	Cllr Wilson	Cllr Heatley	Cllr Holmes
Cllr Warner			

Absent: None

In Attendance

Mrs Alison Biddle, Clerk to the Council
County Cllr Stevens

Members of the public: 10

19/1 Apologies: None

19/2 Declarations of Interest

- Cllr Heatley declared a personal interest in item agenda item 6.1 in respect of the planning application for 48 Chapel Street as the applicant is a personal friend.
- Cllr Christian-Carter declared a pecuniary interest in agenda item 6.3 in respect of the planning application for 34 Old Road as she is the applicant's agent.
- Cllr Wilson declared a personal interest in item agenda item 6.1 in respect of the planning application for 48 Chapel Street as the applicant is a personal friend.
- Cllr Dugmore declared a personal interest in item agenda item 6.1 in respect of the planning application for 48 Chapel Street on account of his association with the applicant as members of the NDP group.
- Cllr Holmes declared a personal interest in agenda item 6.5 in respect of the planning application for 2 Scowcroft Drive as the applicant is known to him personally.
- Cllr Mann declared an interest in agenda item 6.2 in respect of the planning application for land to the north of Hambridge Road as the applicant is known to him.
- Cllr Parker declared an interest in agenda item 6.2 in respect of the planning application for land to the north of Hambridge Road as the applicant is known to him.

19/3 Dispensations: None

19/4 Minutes

1 It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on Monday, 12 November 2018 as a true and complete record of that meeting.

2 It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on Monday, 10 December 2018 as a true and complete record of that meeting

19/5 Public Forum

Cllr Christian-Carter left the council table and sat with members of the public owing to her pecuniary interest in the planning application for 34 Old Road.

48 Chapel Street – Planning Application

The applicant had noted the objections raised. He doubted that the light to the neighbouring property would be affected as the extension protrudes by just 1.5 metres. He also doubted whether it would

affect their view towards the playing field. He does not believe the proposed extension would be out of keeping with other nearby properties which have had all manner of alterations carried out. In addition, there are two properties in Dadglow Road which have had the same extension built as the one proposed here.

2 Scowcroft Drive – Planning Application

The application has come about as the result of the closure of the toning chair exercise facility in Harbury. The applicant has made a slight modification to the ground floor of her property and created space for a fitness studio. This would open during normal office hours. The facility would help local people to keep fit and remain physically independent.

34 Old Road – Planning Application

The applicant explained that the kitchen extension had not required planning permission and had been carried out under permitted development. There is one large shed in the garden. Their agent had explained the 50% curtilage rule but the new extension would not exceed this.

Land north of Hambridge Road – Planning Application

The applicant was present but had nothing to say at this point.

19/6 Planning Matters

N.B. Cllr Kettle abstained from voting on all planning applications because of his role as district councillor.

1 18/03497/FUL

Single storey front extension

48 Chapel Street

It was **RESOLVED** to withdraw the objection made under delegated powers and make no representation.

2 18/02201/FUL

Construction of a timber framed holiday let bungalow

Land to north of Hambridge Road

It was **RESOLVED** that the delegated objection, as previously submitted, should stand. It was also noted that part of the application site lies within flood zone 3 and therefore a flood risk assessment would also be required.

Cllr Christian-Carter left the room while the following item was discussed.

3 18/03648/FUL

A single storey front extension to the principal elevation of an existing semi-detached 2 storey, 2 bed house.

34 Old Road

It was **RESOLVED** to withdraw the objection made under delegated powers and make no representation but to comment that the floor plans are incomplete and do not show the back part of the house.

Cllr Christian-Carter returned to the room at the beginning of the next item.

4 18/03223/FUL

Extensions and alterations to existing bungalow

Coben, Gaydon Road

It was **RESOLVED** to withdraw the objection made under delegated powers and make no representation.

5 18/03036/FUL

Proposed change of use of part of the ground floor dwelling to a toning chairs studio to be used by members of the local community.

2 Scowcroft Drive

It was **RESOLVED** to support on the following grounds:

- The proposal would benefit the community;
- It would support the health and welfare of the community;
- It would mitigate the loss of this facility in Harbury;
- It complies with both the NPPF and the Core Strategy which support economic development.

6 New Doctor's Surgery

At the last PPG meeting, it was announced that the CCG were not interested in supporting a new surgery in Bishop's Itchington. However, it would appear that there is still ongoing discussion and planning at a strategic level the details of which are confidential.

7 Neighbourhood Development Plan

The NDP group has met and agreed its next steps. Cllr Wilson has been tasked with approaching the consultant for a quote to prepare the draft plan.

19/7 County, District & Parish Liaison

WCC

Cllr Stevens had sent a written report which had been circulated to councillors prior to the meeting. The following matters were highlighted.

- It had been very quiet at WCC over the Christmas period with just a skeleton staff.
- There will be a big turnover of senior staff over the next few months.
- The budget cannot be finalised until details of the final settlement are received from the government.
- The council tax increase will probably be 2% plus extra for adult and children's services.
- WCC is aware of the knock-on effects of HS2. This is just a precursor. Cllr Stevens met with Jeremy Wright MP and HS2 last week to discuss setting up a local committee for parish councils which would meet 2 or 3 times a year.
- The bus timetable has been revised.
- The money allocated for pothole repairs must be spent by the end of March so please report any repairs needed as soon as possible.
- Cllr Stevens was asked if WCC has considered asking bus pass holders to contribute towards fares in order to ensure the bus service is retained.
- Cllr Stevens was asked whether repairs would be made to Ladbroke Road which had suffered damage owing to the increased amount of traffic using it as a result of the HS2 road closures. Cllr Stevens asked for details to be sent to him.

SDC

- The cabinet has approved the budget for consultation. The proposed council tax increase is 1.5%. SDC is no longer receiving any support grant from the government but they are not looking to make any cuts to services.
- A new tenancy access policy is being proposed to support people who are finding it difficult to secure private tenancy housing.
- The last few weeks have been the busiest time so far for dealing with maintenance issues in social housing which is a very worrying situation and has left some tenants in dire situations.

- An application to provide broadband across all rural areas has now been approved and will go forward (not BDUK).
- The new local economic strategy has been adopted.
- Warwick University is investing £40 million in the Wellesbourne campus in partnership with JLR.
- The CCTV budget has been enhanced to provide district wide coverage.
- It was reported to Cllr Kettle that Orbit is selling social housing bungalows on the open market. He will follow this up.

19/8 Traffic & Highways

1 **Village Gateways**

The approximate cost quoted by WCC to provide and install the gates with the necessary signage is in excess of £5,000. It was agreed not to pursue this any further.

2 **Raised Table, Mini Roundabout**

Cllrs Dugmore and Holmes volunteered to take measurements but have not been able to do this yet. They will report back at the next meeting.

19/9 Environment & Properties

1 **New Pavilion – Recruitment of Consultant**

The clerk has not been able to find a mutually convenient date for everyone to meet the consultants. It was **RESOLVED** to delegate authority to the clerk to make the necessary arrangements for a meeting to take place before the next PC meeting. It was agreed that references would only be followed up post selection.

19/10 Finance

1 **Monthly Financial Report**

There were no questions.

2 **Accounts Payable**

Cllrs Wilson and Christian-Carter volunteered to check the invoices and authorise the bank payments. It was **RESOLVED** to approve the schedule of accounts for payment as per Appendix A.

3 **Budget 2019/20**

i **Salaries**

It was **RESOLVED** to approve the salary increases from 1 April 2019; this was in accordance with the national pay award for the clerk at SCP36 (new scale SCP30), with a 2% increase being applied to all other staff salaries.

ii **Budget 2019/20**

The detailed budget had been circulated to members prior to the meeting. It included £5k towards professional fees in respect of the pavilion project. The CTSG has reduced by over 50% this year. It is proposed that the precept is increased by £1,000 on the current year. However, there will be a significant decrease in the Band D rate as the council tax base has increased now that more of the new houses are occupied. It was **RESOLVED** to approve the budget as per appendix C.

iii **Reserves**

It was **RESOLVED** to approve the transfer of £5,000 from reserves towards professional fees for the pavilion project.

iv **Precept**

It was **RESOLVED** to set the precept for 2019/20 at £86,000.

4 **Internal Audit 2018/19**

It was **RESOLVED** to appoint W Robinson to carry out the internal audit in accordance with the terms of reference which had been circulated to members prior to the meeting.

5 **Community Grants**

It was **RESOLVED** to award a grant of £400 to BI Community Project for the purchase of outdoor games equipment.

6 **Community Transport**

It was **RESOLVED** to continue to support the scheme and make a contribution of £482 again this year.

7 **Churchyard Path**

The PCC has recently had the path re-surfaced which leads from the main church door around the tower to the back door into the church hall. They have asked if the parish council, as the body responsible for maintenance of the churchyard, would make a contribution towards the cost of £3420. It was **RESOLVED** to make a contribution but the exact amount will not be determined until the end of the financial year. It was agreed that the PCC should be advised that in future, contributions towards retrospective works will not be considered. With reference to maintenance work in the churchyard, it would be preferable if this was discussed with the parish council first so that quotes could be obtained. It was also noted that if the PC were to order the works and pay the invoice, the VAT would be refundable.

19/11 Cemetery Rules

The draft policy on the burial of people who are non-parishioners at the date of their death had been circulated prior to the meeting. It was **RESOLVED** that

1. The minimum qualifying period of previous residency should be 15 years.
2. Double fees would apply to non-parishioners except where their date of death was within 6 months of leaving the parish (i.e. Conditions 1 & 2 of the draft policy)
3. Standard fees would apply to non-parishioners who have left the parish on admission to hospital, to live in residential care, sheltered accommodation, or to live with relatives or friends who are providing long term care for them on account of age or infirmity (Condition 3 of the draft policy).

It was agreed to remove the references to the definition of habitually resident and exceptions.

It was agreed that the clerk would make the necessary amendments and circulate the final draft for approval.

19/12 Royal Garden Party

It was **RESOLVED** to nominate Cllr Dugmore for entry into the WALC draw.

19/13 Reports and Questions

- There are concerns about the standard of SDC's validation of planning applications which frequently contain a number of omissions and inaccuracies. Unless parish councillors are provided with all the relevant information, it is not possible to play a full part in the consultation process. Cllr Kettle was asked to raise this with SDC's head of planning.

19/14 Exclusion of Public & Press

It was **RESOLVED** to exclude the public under Sec 100A of the Local Government Act 1972, while the council discussed the following confidential items:

1 Transfer of POS (Bovis Homes - land east of Knightcote Road)

The clerk reported that she had not received any further contact from Bovis although the POS plan had now been submitted to SDC who had sent her a copy. It was **RESOLVED** to delegate authority to the clerk, in consultation with Cllrs Dugmore and Kettle, to work out a proposal regarding the commuted sum for further discussion with SDC's solicitor.

2 Cala Homes Footpath Link

A legal opinion on the status of the footpath has been obtained by SDC and this was shared with councillors. The legal opinion confirms that the footpath was always intended to be a right of way to and from Marlow Green for the general public. This was discussed and noted by councillors.

19/15 Date of Next Meeting

The next ordinary meeting of the council will take place on Monday, 11 February 2019 at 7.30pm in Bishop's Itchington Community Centre.

Meeting closed at 10.05pm

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

APPENDIX B

Budget v Spend 14 January 2019

Comparison between 01/04/18 and 11/01/19 inclusive. Includes due and unpaid transactions.

		Budget	Received	Balance
INCOME				
10	Precept	£85,000.00	£85,000.00	£0.00
20	Council Tax Support Grant	£1,190.00	£1,190.00	£0.00
30	Burials	£3,300.00	£2,720.00	-£580.00
40	Sec 136 & Other Reimbursements	£1,000.00	£1,302.93	£302.93
50	Playing Field	£100.00	£700.01	£600.01
60	Interest	£500.00	£366.68	-£133.32
70	Grants	£0.00	£0.00	£0.00
80	Misc	£0.00	£511.53	£511.53
90	VAT Refund	£0.00	£1,870.61	£1,870.61
100	Pavilion Fund	£0.00	£0.00	£0.00
Total Income		£91,090.00	£93,661.76	£2,571.76
		Budget	Spend	Balance
EXPENDITURE				
200	Salaries & Expenses	£32,231.00	£24,110.47	£8,120.53
210	Councillor Allowances	£500.00	£0.00	£500.00
220	Administration	£9,650.00	£6,553.73	£3,096.27
230	Grounds Maintenance	£21,850.00	£20,257.39	£1,592.61
240	Cemetery & Churchyard	£6,050.00	£1,936.20	£4,113.80
250	Playing Field	£6,770.00	£2,858.02	£3,911.98
260	Grants	£7,500.00	£4,146.14	£3,353.86
270	Neighbourhood Plan	£1,000.00	£86.79	£913.21
280	Other Expenditure	£500.00	£854.85	-£354.85
290	VAT	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00
310	Parish Office	£9,500.00	£7,182.80	£2,317.20
Total Expenditure		£95,551.00	£67,986.39	£27,564.61
Total Income		£91,090.00	£93,661.76	£2,571.76
Total Expenditure		£95,551.00	£67,986.39	£27,564.61
Funded by reserves			£0.00	
Total Net Balance		-£4,461.00	£25,675.37	

**APPENDIX C
Budget 2019/20**

Budget Heading	2017-18 Actual	2018-19 Budget	2018-19		Total			2019-20 Budget
			Actual	Forecast				
Expenditure								
Salaries & Expenses	31,391	32,231	18,427	13,662	32,090			32,805
Parish Office	3,682	9,500	4,449	2,899	7,348			5,194
Administration	7,015	9,650	5,235	3,915	9,150			9,382
Estate works	24,813	21,850	12,394	8,372	20,766			22,158
Cemetery & Churchyard	2,202	6,050	959	5,460	6,419			6,345
Playing Field	3,987	6,770	1,987	2,471	4,458			8,950
Grants to village groups	5,207	7,500	3,356	4,144	7,500			10,000
Neighbourhood development plan	453	1,000	67	100	167			2,500
Other Expenditure	14,756	500	855	-	855			1,000
Pavillion project	-	-	-	-	-			5,000
VAT	6,422	-	-	-	-			-
Contingency					-			-
Total Expenditure	99,930	95,051	47,729	41,024	88,753			103,334
Income								
Council tax support grant	1,930	1,190	1,190	-	1,190			460
Other	9,716	4,900	4,866	2,442	7,309			4,696
Precept	84,000	85,000	85,000	-	85,000			86,000
Total Income	95,646	91,090	91,056	2,442	93,499			91,156
Surplus/ (deficit) pre precept	(4,283)	(3,961)	43,327	(38,581)	4,746			(12,177)
Funded by:								
Surplus/deficit in period	(4,283)	(3,961)	43,327	(38,581)	4,746			(12,177)
Transfer (to) / from reserves	3,554				-			5,000
Net surplus/ (deficit) after precept	(729)	(3,961)	43,327	(38,581)	4,746			(7,177)
General reserve b/f	11,204	6,997	10,475	53,803	10,475			15,221
General reserve c/f	10,475	3,036	53,803	15,221	15,221			8,044
Council tax base	838.00	858.41						916.26
Tax per household	105.24	99.02						93.86