

BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting 13 May 2019 at 7.45pm Bishop's Itchington Community Centre

Present

Cllr Dugmore (Chairman) Cllr Christian-Carter
Cllr Kettle Cllr Michael Mann
Cllr Tressler

Absent: Cllr Bev Mann (4 vacant seats)

In Attendance

Mrs Alison Biddle, Clerk to the Council Members of the public: 1
County Cllr Stevens

19/79 Apologies: Cllr Bev Mann

19/80 Declarations of Interest: None

19/81 Dispensations: None

19/82 Minutes

- 1 It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on 5 April 2019 as a true and complete record of that meeting.
- 2 It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 8 April 2019 as a true and complete record of that meeting.
- 3 It was **RESOLVED** to approve the minutes of the extraordinary parish council meeting held on 24 April 2019 as a true and complete record of that meeting.

19/83 Public Forum

There were no matters raised by members of the public.

19/84 Planning Matters

- 1 **19/00602/VARY**
Proposed: Variation of condition no.1 (approved plans) of reserved matters reference 16/03142/REM dated 7 March 2018 to introduce 5 no. additional dwellings, remove roundabout on access road into development and introduce hipped roofs to specific house types
Original description of development: Application for approval of reserved matters (scale, layout, appearance and landscaping) for 195 residential dwellings, following grant of outline planning permission (Ref 13/03177/OUT) and alterations to affordable housing provision. (Nature reserve to be subject to a separate Reserved Matters application).
Harbury Cement Works (David Wilson Homes)

It was **RESOLVED** to make no representation but to point out that following the recent change to the parish boundary, this development is now wholly within the parish of Bishop's Itchington. Cllr Kettle abstained from voting on account of his position as district councillor.

2 **New Doctor's Surgery**

There has been no progress with the CCG.

Cllr Kettle has made contact with Follett's who have recently made an application for a non material amendment to the original planning application for the surgery which will allow them to begin the groundworks before the current planning permission expires. They have said that they are happy to work towards village improvements.

3 **Neighbourhood Development Plan**

No progress has been made for several months and members of the group have dwindled. It was agreed to launch a Facebook campaign to recruit new members. Cllr Tressler volunteered to draft a letter/leaflet.

19/85 **County, District & Parish Liaison**

WCC

- Little has happened during the election period.
- Many officers are having to apply for their own jobs.
- WCC's AGM is on 21 May 2019.
- A new grant fund for road safety projects has been launched by the PCC.
- The highways improvements grant fund is available again this year.
- The county councillors' community fund is available again.

SDC

- There is a reduced conservative majority post election. The leader is likely to remain the same.
- SDC is about to publish an important document setting out its strategic aims for the next 4 years.
- SDC has significantly reduced revenues but is still looking to maintain services.
- There are still problems with Orbit and these are being followed up.
- The issue surrounding the curtailing of some Horton Hospital services is ongoing.
- There have been travellers at Gaydon who have now left and the site has been cleaned up.
- A meeting is being held with HS2 to explain the impact that the road closures are having on local businesses and residents. There is deep concern for local businesses that were not consulted.

19/86 **Traffic & Highways**

The current B4451 closure is impacting on local roads. Ladbroke Road in particular is being used as an unofficial diversion route and is suffering from speeding traffic and bad driving, made worse by the poor condition of the road. There is also a problem at the mini roundabout as the road closure sign has been placed too close to the junction and is causing traffic to drive on the wrong side of the road immediately they leave the roundabout. Cllr Stevens will follow this up with WCC Highways.

19/87 **Environment & Properties**

1 **Defibrillator**

It was **RESOLVED** to approve the order for a replacement AED and heated cabinet at a total cost of £1500 plus VAT. The cost was reduced because the old AED will be traded in.

2 **Pavilion Project**

The community survey is running at the moment, both on paper and online. Neighbouring parishes have also been included. The next meeting with the consultant will be at the beginning of June. The clerk still has to obtain a quote for VAT advice and approach the developer requesting a variation to the Sec 106 agreement.

3 **Street Lighting**

A resident has asked if it might be possible to install an additional lighting column in Fisher Road near the junction with Station Road. His wife recently tripped and fell in the dark sustaining injuries to her hands and knees. It was agreed to make enquiries via Cllr Stevens to find out if this is feasible and if so, to then consult with local residents.

4 **Litter Bin**

It was **RESOLVED** to install a new litter bin on the verge near the entrance to the track which goes past the allotments which is also a popular route for dog walkers. It is hoped that the new bin will encourage people to use it for their dog's waste.

5 **The Hidden Green**

This is a community garden on Orbit owned land which is currently neglected by Orbit despite it only being set up a few years ago. It was **RESOLVED** to investigate the possibility of the parish council acquiring it for the village.

19/88 Finance

1 **Internal Audit 2018/19**

i Internal Audit Report Year Ended 31 March 2019

The report had been circulated to members prior to the meeting. Everything had been found to be in order and no concerns had been raised. The clerk was congratulated on her exemplary record keeping.

ii Review of Effectiveness of Internal Audit

The council considered the measures and systems employed during the course of the year and agreed that no changes were required. However, it was agreed to consider appointing a new internal auditor this year as the present one has carried out the role for a number of years and a fresh approach would be welcome.

2 **Financial Report 2018/19**

i Transfer to Reserves

It was **RESOLVED** to increase the transfer to the cemetery and churchyard reserve by £1700 to cover the contribution towards the churchyard path re-surfacing which was paid in the current financial year.

It was **RESOLVED** to rename what had previously been titled the 'memorial hall fund' as the 'community assets fund' to bring it in line with a policy decision made a few years ago to ensure that all community organisations are treated equally. The community assets fund will be used for supporting community buildings and assets.

It was agreed that the parish office reserve should be reviewed during the course of this year.

ii Annual Financial Report 2018/19

The report had been circulated to members prior to the meeting. It was **RESOLVED** to approve the report subject to the amendments agreed above and it was duly signed by the chairman and the clerk.

3 **Annual Governance and Accountability Return 2018/19**

i Section 1 – Annual Governance Statement

The chairman asked the questions in Section 1 and they were all answered in the affirmative by those members present. It was therefore **RESOLVED** to approve the annual governance statement for 2018/19 which was duly signed by the chairman and the clerk/RFO.

ii Section 2 – Accounting Statements

The RFO had prepared and signed the accounting statements on 10 April 2019 and they had been circulated to members for review prior to the meeting. The council **RESOLVED** to approve the accounting statements for 2018/19 and they were duly signed by the chairman.

4 **Monthly Financial Reports**

The reports had been circulated prior to the meeting, There were no questions.

5 **Accounts Payable**

Cllrs Christian-Carter and Dugmore 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.

19/89 Reports and Questions

- A resident had complained about the external lights of the office being on at night. The clerk confirmed that they are on timer and are set to come on at 4.00pm and go off at 8.30pm in the winter months. They are not on late at night. Furthermore, they are spotlights directed at the pavement so do not illuminate a very large area.
- How can more people be encouraged to join the parish council? The new estates will be canvassed in addition to the usual methods of communication.
- It was proposed to hold an informal meeting for councillors to discuss future strategy and a business plan.
- A rail is missing on the playing field boundary fence. This is already on order.

19/90 Exclusion of Public & Press

There were no members of the public present.

1 **Bovis Homes – POS Transfer**

It was **RESOLVED** to request that Bovis provide the following in relation to the ridge and furrow area of POS:

- Fencing to the council’s specification;
- Water supply
- Commuted sum as already offered by Bovis

19/91 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday, 10 June 2019 at 7.30pm in Bishop’s Itchington Community Centre.

Meeting closed at 9.36pm.

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

APPENDIX A

Bishop's Itchington Parish Council		APPENDIX A			
Accounts Payable 13 May 2019					
To Whom Payable	Ref No	Ex Vat	Vat Payable	Totals	
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>					
Onecom Ltd (phone & broadband - 30.04.19)	d/debit	£ 61.50	£ 12.30	£ 73.80	
E.ON (pavilion electric - 07.05.19)	d/debit	£ 72.02	£ 3.60	£ 75.62	
E Biddle (rent - 01.05.19)	s/order	£ 411.67	£ -	£ 411.67	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Sub-total	£ 545.19	£ 15.90	£ 561.09	
<i>Accounts to be paid this week</i>					
Staff costs	190501 to 506	£ 2,692.16	£ -	£ 2,692.16	
Parish Online (digital mapping annual subs)	190507	£ 35.00	£ 7.00	£ 42.00	
PWC (window cleaning & bus shelters - April)	190508	£ 45.00	£ -	£ 45.00	
PWC (window cleaning & bus shelters - May)	190509	£ 45.00	£ -	£ 45.00	
Cana Import Ltd (APM wine)	190510	£ 34.32	£ 6.86	£ 41.18	
Kyles (printing annual reports)	190511	£ 108.00	£ 21.60	£ 129.60	
SLCC (consultancy services - stage 1)	190512	£ 722.00	£ 144.40	£ 866.40	
T Fox Landscaping (mowing)	190513	£ 1,581.52	£ 316.30	£ 1,897.82	
BISA (grant)	190514	£ 245.00	£ -	£ 245.00	
St Michaels PCC (contribution to path)	190515	£ 1,710.00	£ -	£ 1,710.00	
W J Robinson (internal audit)	190516	£ 120.00	£ -	£ 120.00	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
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		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
		£ -	£ -	£ -	
	Sub-total	£ 7,338.00	£ 496.16	£ 7,834.16	
				£ -	
				£ -	
				£ -	
	TOTAL	£ 7,883.19	£ 512.06	£ 8,395.25	

APPENDIX B
Budget Report 13 May 2019

Comparison between 01/04/19 and 10/05/19 inclusive. Includes due and unpaid transactions.

		2019/2020	Actual Net	Balance
INCOME				
10	Precept	£86,000.00	£43,000.00	-£43,000.00
20	Council Tax Support Grant	£460.00	£230.00	-£230.00
30	Burials	£3,000.00	£0.00	-£3,000.00
40	Sec 136 & Other Reimbursements	£1,000.00	£0.00	-£1,000.00
50	Playing Field	£40.00	£75.81	£35.81
60	Interest	£406.00	£90.34	-£315.66
70	Grants	£0.00	£0.00	£0.00
80	Misc	£250.00	£40.00	-£210.00
90	VAT Refund	£0.00	£0.00	£0.00
100	Pavilion Fund	£0.00	£0.00	£0.00
Total Income		£91,156.00	£43,436.15	-£47,719.85
EXPENDITURE				
200	Salaries & Expenses	£32,305.00	£2,616.68	£29,688.32
210	Councillor Allowances	£500.00	£0.00	£500.00
220	Administration	£9,382.00	£1,470.05	£7,911.95
230	Grounds Maintenance	£22,158.00	£2,263.68	£19,894.32
240	Cemetery & Churchyard	£6,345.00	£0.00	£6,345.00
250	Playing Field	£8,950.00	£198.37	£8,751.63
260	Grants	£10,000.00	£72.00	£9,928.00
270	Neighbourhood Plan	£2,500.00	£0.00	£2,500.00
280	Other Expenditure	£1,000.00	£0.00	£1,000.00
290	VAT	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00
310	Parish Office	£5,194.00	£890.40	£4,303.60
320	Pavilion Project	£5,000.00	£722.00	£4,278.00
Total Expenditure		£103,334.00	£8,233.18	£95,100.82
Total Income		£91,156.00	£43,436.15	-£47,719.85
Total Expenditure		£103,334.00	£8,233.18	£95,100.82
Total Net Balance		-£12,178.00	£35,202.97	