

BISHOP'S ITCHINGTON PARISH COUNCIL

**Minutes of the Ordinary Parish Council Meeting
8 July 2019 at 7.30pm
Bishop's Itchington Community Centre**

Present

Cllr Dugmore (Chairman)	Cllr Christian-Carter	Cllr Bev Mann (from 7.35pm)
Cllr Kettle	Cllr Michael Mann	Cllr Dawn Mann (from min 19/115)
Cllr Tressler	Cllr Bougoussa	

Absent: Cllr Thomas; 1 vacant seat

In Attendance

Mrs Alison Biddle, Clerk to the Council
County Cllr Stevens

Members of the public: 2

19/109 Apologies: Cllr Thomas

19/110 Declarations of Interest: None

19/111 Dispensations: None

19/112 Minutes

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 10 June 2019 as a true and complete record of that meeting.

19/113 The Parenting Project

Mr Graham Lowther, the family & community development lead for the project, gave a short presentation outlining their work and the need for funding. He explained that they had previously run the children's centre services but this contract had now been awarded to Barnardo's. However, there were extra services which could be provided by The Parenting Project which would benefit people in this locality for whom they had received a number of referrals. Councillors requested more information regarding their budget and the cost of providing specific services. Mr Lowther agreed to send this information to the clerk.

19/114 Public Forum

There were no concerns raised.

19/115 Co-option of Parish Councillors

Mrs Dawn Mann introduced herself. She had already provided written information about herself which had been circulated to councillors prior to the meeting.

It was **RESOLVED** to co-opt Mrs Dawn Mann to the council. She duly signed her declaration of acceptance of office before the clerk and took her seat on the council.

19/116 Planning Matters

1 **DISCN/00072/19 (16/03781/VARY)**

Discharge of condition 7 relating to footpath and cycleway.

Former Harbury Cement Works, Station Road

It was **RESOLVED** to ask DWH to consider a lighting scheme which would have the minimal impact on the nature reserve but would provide some lighting of the footpath during the hours it may be used.

2 **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 request more robust fencing around the pool located within this area of the development.

3 **New Doctor's Surgery**

No news to report.

4 **Neighbourhood Development Plan**

No further progress has been made.

5 **Bovis Homes, Knightcote Road – Transfer of POS**

Bovis has proposed that they retain all the POS, including the ridge and furrow field, to be maintained by the management company but they would agree to vary the Sec 106 to make the funding available for the new sports pavilion (as opposed to equipped play facilities) and would cover their own legal costs. It was agreed to wait for advice from SDC's solicitor before responding.

19/117 County, District & Parish Liaison

WCC

- A new chief executive has been appointed; there is a new team and a new 4 year plan.
- Cllr Stevens has been encouraging WCC Highways to update their web page.
- HS2 continues to cause disruption.
- The community grant scheme re-opens in September.

SDC

- HS2 is working on a solution to allow farmers access to the B4452 during the closure period which coincides with the harvest. This is supported by SDC. A response is awaited from WCC.
- There are 2 x HS2 community funds available to nearby communities. They are not receiving enough applications and are trying to simplify the process. The parish should consider an application.

- SDC's head of paid service has resigned amidst allegations of misbehaviour by elected members. An independent review is taking place. The former joint chief executive has now been appointed as head of paid service.
- A list of reserve sites for additional housing has been published. They will only be used if other sites are not delivered.
- There have been no new complaints about Orbit's maintenance of properties. Complaints about their grounds maintenance have been forwarded.

19/118 Traffic & Highways

Concerns were raised about speeding traffic along Knightcote Road. The last traffic survey identified a few examples. WCC had proposed moving the 30mph limit further out but this hasn't happened yet. The clerk will follow this up via Cllr Stevens. Cars obstructing pavements is also an issue. Photos should be taken and sent to the police who will follow this up.

19/119 Environment & Properties

1 Pavilion Project

Work is continuing to collate and analyse the survey responses. A pizza night has been arranged at the pavilion to engage with teenagers whose input is valuable. It was agreed that the parish council would cover the cost of this. A meeting with the VAT consultant will take place soon. The clerk will advise the project consultant about the possibility of HS2 funding.

2 Street Lighting, Fisher Road

It was suggested that an additional lighting column could be installed in Fisher Road between the junction with Station Road and the existing column near the pub. The clerk will ask WCC's lighting engineer to recommend the precise location.

3 Unadopted Areas

It was agreed that the properties group should look at the various areas in the village which do not appear to be owned/adopted by any authority and are therefore not being currently maintained and report back to the parish council with their recommendations.

19/120 Finance

1 Monthly Financial Reports

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

2 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.

3 New NS&I Mandate

It was **RESOLVED** to approve the new signing mandate to include Cllrs Kettle, Christian-Carter and Dugmore and the clerk with all instructions/transactions to be signed by any 2 of these signatories.

5 The Parenting Project – Request for Funding

This had already been discussed earlier in the evening (min ref 19/113). It was agreed to defer this matter until the next PC meeting when the requested information should be available.

19/121 Working Parties & Outside Bodies

It was agreed to appoint members as follows:

- 1 Finance: Cllr Kettle; Cllr Tressler; Cllr Dugmore
- 2 HR: Cllr Christian-Carter; Cllr Dawn Mann; Cllr Tressler
- 3 Properties & Environment: Cllr Christian-Carter; Cllr Dugmore; Cllr Bev Mann
- 4 Planning: Cllr Dugmore; Cllr Christian-Carter; Cllr Thomas
- 5 Pavilion Project: Cllr Michael Mann;
- 6 Cemetery & Churchyard: Cllr Christian-Carter; Cllr Bougoussa; Cllr Bev Mann
- 7 NDP: Cllr Thomas; Cllr Tressler; Cllr Dawn Mann
- 8 VE Day 2020: Cllr Christian-Carter; Cllr Norman Thomas
- 9 Memorial Hall Committee: Cllr Christian-Carter
- 10 BI Community Project: Cllr Kettle

N.B. Cllr Dawn Mann volunteered to join the pavilion project but subsequently withdrew the following day.

19/122 BIPC Business Plan

It was agreed to meet to discuss this on an informal basis on Monday, 22 July 2019 at 7.30pm in the community centre.

19/123 Reports and Questions

- Cllr Christian-Carter had been asked if it would be possible to upload the marker photos she has taken of the Yellow Land over the years, to the PC's website. It was agreed to wait until a new website was developed (hopefully later this year) and add them to that instead.

19/124 Exclusion of Public & Press

There were no confidential matters to discuss.

19/125 Date of Next Meeting

The next ordinary meeting of the parish council will take place on Monday, 9 September 2019 at 7.30pm in Bishop's Itchington Community Centre. **There is no meeting during August.**

Meeting closed at 9.44pm.

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

APPENDIX A

Bishop's Itchington Parish Council		<u>APPENDIX A</u>		
Accounts Payable 8 July 2019				
<u>To Whom Payable</u>	<u>Ref No</u>	<u>Ex Vat</u>	<u>Vat Payable</u>	<u>Totals</u>
<i>Urgent accounts paid since last meeting requiring the formal approval of the council</i>				
				£ -
Onecom Ltd (phone & broadband - 28/6/19)	d/debit	£ 61.78	£ 12.36	£ 74.14
Bank service charge	BACS	£ 18.00	£ -	£ 18.00
E Biddle (rent - 01.07.19)	s/order	£ 411.67	£ -	£ 411.67
E.ON (pavilion electric - 01/07/19)	d/debit	£ 24.74	£ 1.24	£ 25.98
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
	Sub-total	£ 516.19	£ 13.60	£ 529.79
<i>Accounts to be paid this week</i>				
Staff costs	190701 to 706	£ 2,692.16	£ -	£ 2,692.16
PWC (bus shelter cleaning)	190707	£ 45.00	£ -	£ 45.00
Playquest Adventure Play Ltd (play area repairs)	190708	£ 2,700.00	£ 540.00	£ 3,240.00
Cardiac Science (new defib & cabinet)	190709	£ 1,500.00	£ 300.00	£ 1,800.00
T Fox Landscaping (grounds m'nance)	190710	£ 1,899.92	£ 379.98	£ 2,279.90
T Fox Landscaping (fencing repairs)	190711	£ 468.40	£ 93.68	£ 562.08
WALC (training - inv19529)	190712	£ 30.00	£ -	£ 30.00
WALC (training - inv19528)	190713	£ 30.00	£ -	£ 30.00
Pear Technology Services Ltd (cem software)	190714	£ 85.00	£ 17.00	£ 102.00
SDC (cemetery rates)	190715	£ 261.48	£ -	£ 261.48
Memorial Hall (Crafty Cuppa)	190716	£ 72.00	£ -	£ 72.00
A Biddle (expenses)	190717	£ 22.75	£ -	£ 22.75
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
		£ -	£ -	£ -
	Sub-total	£ 9,806.71	£ 1,330.66	£ 11,137.37
				£ -
				£ -
				£ -
	TOTAL	£ 10,322.90	£ 1,344.26	£ 11,667.16

APPENDIX B
Budget Report 8 July 2019

Comparison between 01/04/19 and 05/07/19 inclusive. Includes due and unpaid transactions.

		Budget 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	£165.00	-£2,835.00
40	Sec 136 & Other Reimbursements	£1,000.00	£0.00	-£1,000.00
50	Playing Field	£40.00	£139.49	£99.49
60	Interest	£406.00	£136.25	-£269.75
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	£43,710.74	-£47,445.26
EXPENDITURE				
200	Salaries & Expenses	£32,305.00	£8,072.71	£24,232.29
210	Councillor Allowances	£500.00	£0.00	£500.00
220	Administration	£9,382.00	£2,086.52	£7,295.48
230	Grounds Maintenance	£22,158.00	£6,800.32	£15,357.68
240	Cemetery & Churchyard	£6,345.00	£543.42	£5,801.58
250	Playing Field	£8,950.00	£3,456.49	£5,493.51
260	Grants	£10,000.00	£2,099.00	£7,901.00
270	Neighbourhood Plan	£2,500.00	£0.00	£2,500.00
280	Other Expenditure	£1,000.00	£1,500.00	-£500.00
290	VAT	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00
310	Parish Office	£5,194.00	£1,778.49	£3,415.51
320	Pavilion Project	£5,000.00	£722.00	£4,278.00
	Total Expenditure	£103,334.00	£27,058.95	£76,275.05
	Total Income	£91,156.00	£43,710.74	-£47,445.26
	Total Expenditure	£103,334.00	£27,058.95	£76,275.05
	Total Net Balance	-£12,178.00	£16,651.79	