

## BISHOP'S ITCHINGTON PARISH COUNCIL

### Minutes of the Ordinary Parish Council Meeting 11 November 2019 at 7.30pm Bishop's Itchington Community Centre

#### Present

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

**Absent:** Cllr Dawn Mann (and 2 vacancies)

#### In Attendance

Mrs Alison Biddle, Clerk to the Council  
County Cllr Stevens

Members of the public: 4

**19/160 Apologies:** Cllr Dawn Mann

**19/161 Declarations of Interest:** None

**19/162 Dispensations:** None

#### **19/163 Minutes**

It was **RESOLVED** to approve the minutes of the ordinary parish council meeting held on 14 October 2019 as a true and complete record of that meeting.

#### **19/164 Public Forum**

##### **Elesmere, 25 Gaydon Road - Planning Application**

The applicant and their agent were in attendance and explained that an amended application had been submitted to SDC to address the concerns previously raised by the parish council. They are currently working towards addressing the concerns raised by WCC Highways. It is their understanding that the planning officer is recommending that permission is granted. The amendments include the removal of much of the glazing which may have caused privacy issues with the neighbouring property and replacing what is left with frosted glass.

##### **Parish Footpaths**

Mr Smith had been made aware that the PC was interested in reproducing his series of walks around the parish and wondered what objective the PC had in mind, e.g. was it to encourage people to be more active or introduce new residents to the network of local paths? The chairman suggested that a separate meeting should be held to discuss this topic.

#### **19/165 Planning Matters**

Cllr Kettle abstained from voting in all planning matters on account of his role as a district councillor.

#### **1 19/02763/FUL**

Extensions and alterations to dwelling house

##### **Coben, Gaydon Road**

It was **RESOLVED** to object on the grounds that the scale of the development was not subservient to the main dwelling and therefore does not comply with CS. 20. It was also noted that a planning statement, although not mandatory, would have been helpful in this case.

- 2 19/02961/FUL**  
Ground floor extension  
**42 Dadglow Road**  
It was **RESOLVED** to make no representation.
- 3 19/02436/FUL (amended)**  
Construction of a new single detached dwelling to the rear of no 25 Gaydon Road and a new dropped kerb to no 25 Gaydon Road.  
**Elesmere, 25 Gaydon Road**  
It was **RESOLVED** to withdraw the previous objections and to make no representation subject to local connection criteria being applied to the occupant of the new dwelling. The parish council would also like to see solar PV or water heating and if there is to be an air sourced heat pump, the location should be submitted to SDC for approval because of the potential impact of noise on neighbouring properties.
- 4 Appeal APP/J3720/W/19/3238363 ( SDC Planning ref 18/03418/FUL)**  
Change of use of land for storage of plant associated with ground work company and use of mobile home.  
**Coben, Gaydon Road**  
It was **RESOLVED** that the PC's original concern about insufficient information being provided still stands and that the appellant's statement does nothing to address this.
- 5 19/02816/FUL**  
New pitched roof side extension to create new workshop, larger kitchen and dining room. Convert existing workshop to a shower room and replace the existing flat roof to the front elevation with a pitched roof.  
**15 Starbold Road**  
The delegated response of no representation submitted to SDC on 22 October 2019 was noted.
- 6 Neighbourhood Development Plan**  
The first meeting of the new group takes place tomorrow night. The clerk has submitted an application to SDC to vary the previously designated NDP area following the amendment to the parish boundary in April this year.
- 7 Bovis Homes, Knightcote Road – Sec 106 variation**  
There was nothing new to report. The matter is in the hands of solicitors.

**19/166 County, District & Parish Liaison**

**WCC**

- Cllr Stevens attended the recent HS2 liaison meeting in Southam. No one knows what will happen following the review.
- WCC Highways are coming to the end of their repair works.
- Cllr Stevens was asked to provide the PC with a firm start date for the improvements works to the Harbury Lane/ Fosse Way junction. It was meant to begin in October this year but it has been delayed until 2020. The timing is critical to avoid a clash with HS2 works. Cllr Stevens has been told that it is technically the most challenging of the 3 junctions to be improved. It was agreed to raise the PC's concerns in an email which Cllr Stevens would then follow up at WCC.

## SDC

- SDC's report on the state of the district has been published. Bishop's Itchington is not the most deprived area. In general, the Stratford area is a wealthy district with an older than average population which is also healthier than average.
- Lighthorne Heath has changed its name to Upper Lighthorne.
- New polling districts have been introduced. Cllr Kettle's ward, for example, now has an increased electorate which could result in some ward changes.
- The current contract with Biffa ends in 2021 and SDC is expecting that as they are currently paying below the market value, the cost of refuse collection will increase dramatically. They are therefore looking at a joint council owned and managed waste facility. The facility will be outside the Stratford district and will still cost more than the current service.
- David Buckland has now been appointed chief executive of SDC and Tony Perks is the new deputy chief executive.

## 19/167 Environment & Properties

### 1 **Pavilion Project**

#### i Progress Report

The working party met with Andrew Maliphant last week. They discussed the business plan and the VAT advice received. It was agreed that more ongoing community engagement is needed and to this end the group is going to run bi-monthly Saturday morning meetings at the community centre starting in January. They would still like more volunteers but are keen to move forward to the next stage. Andrew Maliphant has been investigating funding streams while Cllr Michael Mann has been researching the running costs of other local sports clubs. A good working relationship is being established with BISA. It was noted that Andrew Maliphant's initial hours are now being used up so this will soon need to be reviewed along with any additional costs.

#### ii VAT Advice

The VAT consultant's advice had been circulated but there was a lot to digest. It was agreed that all councillors should read the document in detail and send any questions for clarification to the clerk as soon as possible. This matter will be discussed again in January. It may be necessary to hold a separate meeting to discuss this one aspect of the project and agree the way forward. It was agreed that the consultant's advice should also be shared with BISA.

### 2 **Playing Field**

#### i Official Naming of the Field

It has been suggested that the playing field should have an official name to give it a unique identity and sense of place in the community. It was noted that the field has already been dedicated as a Queen Elizabeth II "Field in Trust" as part of the Diamond Jubilee celebrations. It was therefore agreed that when the new signage was eventually installed, it should simply state "Bishop's Itchington Playing Field, dedicated as a Queen Elizabeth II Field in Trust".

#### ii Floodlights

Some of the bulbs are no longer working. The clerk is waiting for a quote to install the replacements which BISA has passed on to the parish council and are now held in the office.

### 3 **The Hidden Green**

The clerk finally received the draft lease late this afternoon. Councillors were asked to read it and send any questions to the clerk. This item will be on the agenda for discussion at the next PC meeting in January 2020.

#### 4 **Cemetery**

##### i New Burial Ground

It was **RESOLVED** that the clerk be given authority to approach local landowners re the acquisition of land for a new burial ground.

##### ii Reflective Area & Spinney

The cemetery manager has asked the gravedigger to investigate the suitability of the ground in the reflective area for burials. It has also been suggested that if a path were laid through the spinney, this area could be used for the scattering of ashes. It was agreed to defer further discussion until the January PC meeting.

#### 19/168 **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 **Budget 2020/21**

The finance group had held its first meeting to begin preparation of the draft budget. They had discussed this in line with the business plan and Cllr Kettle has now completed the first draft. It was agreed that the finance group would meet again on Monday, 1 December 2019 at 7.30pm.

*Cllr Bougoussa left the room for 2 minutes during the consideration of the following item.*

##### 4 **Grant Application – Harbury e-Wheels**

It was **RESOLVED** to award £500 towards the continuation of this vital service which benefits a number of Bishop's Itchington residents.

#### 19/169 **BIPC Business Plan**

Councillors were again requested to forward any comments to Cllr Dugmore. This document will be included on the January agenda for adoption at that meeting.

#### 19/170 **Review of Emergency Plan**

It was **RESOLVED** to approve the draft revised plan without amendment. Thanks to Cllr Thomas for updating the contacts and links.

#### 19/171 **VE Day 2020**

Notes of the initial meeting had been circulated. There were lots of ideas for an event packed weekend. The next meeting will be held in January when more details will be discussed. The PC was asked to provide a budget.

#### 19/172 **Reports and Questions**

- Cllr Thomas was thanked for laying the parish council wreath on Remembrance Day in the absence of Cllr Dugmore.
- Footpaths – if walking routes are to be published, please can we make sure the notes are accurate so that people don't accidentally stray from the path.

- Cllr Thomas attended the HS2 liaison meeting in Southam last week. He will circulate his notes by email.

**19/173 Exclusion of Public & Press**

There was no confidential business to discuss.

**19/174 Date of Next Meeting**

The next ordinary meeting of the parish council will take place on Monday, 13 January 2020 at 7.30pm in Bishop's Itchington Community Centre.

**Meeting closed at 9.27pm.**

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



## APPENDIX B

### Budget Report 11 November 2019

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

	<b>Budget 2019/2020</b>	<b>Actual Net</b>	<b>Balance</b>	
<b>INCOME</b>				
10	Precept	£86,000.00	£86,000.00	£0.00
20	Council Tax Support Grant	£460.00	£460.00	£0.00
30	Burials	£3,000.00	£1,510.00	-£1,490.00
40	Sec 136 & Other Reimbursements	£1,000.00	£0.00	-£1,000.00
50	Playing Field	£40.00	£196.40	£156.40
60	Interest	£406.00	£316.93	-£89.07
70	Grants	£0.00	£0.00	£0.00
80	Misc	£250.00	£142.80	-£107.20
90	VAT Refund	£0.00	£5,037.71	£5,037.71
100	Pavilion Fund	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£91,156.00</b>	<b>£93,663.84</b>	<b>£2,507.84</b>
<b>EXPENDITURE</b>				
200	Salaries & Expenses	£32,305.00	£21,461.80	£10,843.20
210	Councillor Allowances	£500.00	£0.00	£500.00
220	Administration	£9,382.00	£6,543.29	£2,838.71
230	Grounds Maintenance	£22,158.00	£16,340.13	£5,817.87
240	Cemetery & Churchyard	£6,345.00	£1,025.79	£5,319.21
250	Playing Field	£8,950.00	£5,621.71	£3,328.29
260	Grants	£10,000.00	£2,896.00	£7,104.00
270	Neighbourhood Plan	£2,500.00	£0.00	£2,500.00
280	Other Expenditure	£1,000.00	£1,600.00	-£600.00
290	VAT	£0.00	£0.00	£0.00
300	Contingency	£0.00	£0.00	£0.00
310	Parish Office	£5,194.00	£3,425.17	£1,768.83
320	Pavilion Project	£5,000.00	£722.00	£4,278.00
<b>Total Expenditure</b>		<b>£103,334.00</b>	<b>£59,635.89</b>	<b>£43,698.11</b>
Total Income		£91,156.00	£93,663.84	£2,507.84
Total Expenditure		£103,334.00	£59,635.89	£43,698.11
<b>Total Net Balance</b>		<b>-£12,178.00</b>	<b>£34,027.95</b>	