

# Ilmington Parish Council

## MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL 28 SEPTEMBER 2016

**Present:** Cllrs Sherwood, Hawkins, Davies, Osborne and Peachey

**In Attendance:** S Furniss, Clerk; Cllr I Seccombe, WCC; and 2 members of the public.

<b>1</b>	<b>Apologies</b> – none received	
<b>2</b>	<b>Declaration of Disclosure Pecuniary Interest</b> Cllr R Hawkins declared an interest in respect of item 8e2 Tendering in Respect of Grass Cutting	
<b>3</b>	<b>Warwickshire County Council / Stratford District Council update</b> Cllr Brain sent his apologies and due to time constraints no report was given by Cllr Seccombe.	
<b>4</b>	<b>To Confirm Minutes</b> It was <b>resolved</b> that the minutes of 24 August 2017 be accepted as a true record.	
<b>5</b>	<b>Public Forum</b> No issues were raised	
<b>6</b>	<p><b>Planning Matters</b></p> <p><b>PENDING</b></p> <ul style="list-style-type: none"> <li>• <b>17/ 00013/FUL</b> Cathole Manor Farm Compton Scorpion Road Compton Scorpion CV36 4PJ Cllr Sherwood informed the meeting that she understands, from the applicant, that the applicant, the architect and SDC Planning are in discussions about amendment to plans.</li> <li>• <b>17/00883/FUL</b> Proposed: Demolish existing kitchen, rebuild larger replacement extension at Norton Cottage , Campden Hill, Ilmington, CV36 4LH Comments due by: 2 June 2017.</li> <li>• <b>17/01200/LBC</b> Proposed : Single storey extension to form enlarged kitchen; partial demolition of modern brick built single storey link block; raising of floor levels; internal alterations include removal of modern staircase and provision of replacement, some doorway alterations and new partitions; construction of new detached garage at Old Fox House, Foxcote Hill, Ilmington, CV36 4LD Comments due by: 9 June 2017</li> <li>• <b>17/01605/TREE</b> Proposed: -T1: Alder: Fell -T2: Alder: Fell, At The Shippen, Burlingham Farm Court, Front Street, Ilmington Comments due by: 21 June 2017</li> <li>• <b>17/02136/FUL</b> Proposed two storey side extension and single storey rear extension. Face existing building with render, at 2 Nellands Close, Ilmington, CV36 4NF <b>Comments due by: 1 Sept 2017.</b></li> <li>• <b>17/02182/FUL</b> Proposed : The conversion of a barn into a single bed dwelling and proposed vehicular access from Featherbed Lane at Located And Land Adjacent Featherbed House, Featherbed Lane, Ilmington, CV36 4NE <b>Comments due by: 31 August 2017.</b></li> <li>• <b>DISC/00354/17</b> Proposed : Discharge of Condition 5 Materials of listed building consent 16/01786/LBC. At : Stonecrop, Campden Hill, Ilmington, Shipston-on-Stour CV36 4JF <b>Comments due by: 31 August 2017.</b></li> </ul> <p><b>APPLICATIONS</b></p> <ul style="list-style-type: none"> <li>• <b>17/02316/FUL</b> Proposed : Construction of conservatory to the rear at 10 Bennett Place, Ilmington, CV36 4LW, Comments due by: 13 September 2017. No comment had been made</li> <li>• Notification reference: <b>17/02604/TEL28 Proposal</b> : The removal of 3 existing UMTS antennas and replacement with 3 dual band antenna and installation of a SAMI cabinet in the existing cabin plus associated works at Warwick Police Transmitter Station, Ilmington, <b>Notification only</b> If you wish to make any comments regarding the above notification of works, please address you correspondence to the Applicant by 22 September 2017.</li> <li>• <b>Application(s) reference: 17/02524/FUL</b> Proposed: Conversion and re-roofing of an existing domestic store to side of dwelling including the insertion of rooflights and new front window At: Ashbourne Cottage , Hurdlers Lane, Ilmington, CV36 4PT Comments due by: 2 October 2017. It was <b>resolved</b> that no representation would be made.</li> </ul>	

	<ul style="list-style-type: none"> <li><b>Application(s) reference: 17/02836/TREE</b> Proposed : T1: Yew - 2.5 metres crown reduction and shape At : Rose Cottage, Frog Lane, Ilmington, Shipston-on-Stour CV36 4LQ Comments due by: 11 October 201 It was <b>resolved</b> that no representation would be made.</li> </ul> <p><b>DECISIONS</b></p> <ul style="list-style-type: none"> <li><b>17/01961/ELEC</b> Proposed: Pad mounted electricity substation with a total volume of less than 29 cubic meters, on grass verge located at front street, Ilmington. The pad mount substation to have wooden fencing installed around it. At: Proposed Pad Mounted Electricity Sub Station, Front Street, Ilmington. <b>Refused and noted.</b></li> <li><b>17/01678/FUL</b> at Gardeners Cottage, CV36 4JG. Proposed : Replacement of glazed roof of lean-to conservatory with timber structure with natural slate covering and two conservation roof lights . Comments due by: 19 July 2017. <b>Granted and noted</b></li> <li><b>17/02481/TREE</b> Proposed : T1 - Wild Cherry - Fell T2 - Malus x 2 and Pyrus x 1 - Remove. Thinning a cluster of 6 T3 - Silver Birch - Crown lift to a height of 2.5m T4 - Horse Chestnut – Fell; T5 - Silver Birch – Fell;T6 - Silver Birch - Thin crown by 10%;T7 - Beech - Crown lift to 3m T8 - Scots Pine - Crown lift to 3m ;T9 - Hazel - Crown lift to 3m T10 - Scots Pine - Crown lift to 3m ; T11 - Beech - Crown lift to 3m T12 - Scots Pine - Crown lift to 3m; T13 - Bastard Service Tree - Crown lift to 3m T14 - Scots Pine - Re-balance after removal of T4; T15 - Lift all overhanging branches off stream to approx 2.5m. Sycamore, Ilex, Crataegus and Fraxinus At : Ravens Croft, Grump Street, Ilmington, Shipston-on-Stour CV36 4LE <b>No Objection</b> and noted.</li> </ul>																																																																																	
7	<p><b>Finance</b></p> <p><b>a) To note Income</b></p> <table border="0"> <thead> <tr> <th><b>Income: From</b></th> <th><b>In Respect of</b></th> <th><b>Amount</b></th> </tr> </thead> <tbody> <tr> <td>Bowls Club</td> <td>Donation</td> <td>254.72</td> </tr> <tr> <td>IUYFC</td> <td>Donation</td> <td>1,263.09</td> </tr> <tr> <td>Cinema Group</td> <td>Donation</td> <td>150.00 letter of thanks</td> </tr> <tr> <td>AW</td> <td>Wayleave Agreement</td> <td>39.31</td> </tr> </tbody> </table> <p><b>b) Authorisation of Payments</b> It was <b>resolved</b> that the payments listed be authorised.</p> <table border="0"> <thead> <tr> <th>Chq No</th> <th>Payee</th> <th>In respect of</th> <th>Amount</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>101599</td> <td>Six Parishes</td> <td>Entries (NP£20/PC£40)</td> <td>60.00</td> <td>Y</td> </tr> <tr> <td>101560</td> <td>Newitts</td> <td>Football Goal Posts</td> <td>1,515.71</td> <td>D</td> </tr> <tr> <td>101601</td> <td>St Mary's PCC</td> <td>Churchyard Maintenance</td> <td>400</td> <td>Y</td> </tr> <tr> <td>101602</td> <td>G Goode</td> <td>Cleaning of Pavillion Toilets</td> <td>24.00</td> <td></td> </tr> <tr> <td>101603</td> <td>S Furniss</td> <td>Salary</td> <td>313.25</td> <td>Y</td> </tr> <tr> <td>101604</td> <td>HMRC</td> <td>PAYE</td> <td>78.40</td> <td>Y</td> </tr> <tr> <td>101605</td> <td>S Furniss</td> <td>Office Expenses (August)</td> <td>22.95</td> <td>Y</td> </tr> <tr> <td>101606</td> <td>J Goode</td> <td>Salary Administration</td> <td>30.00</td> <td>Y</td> </tr> <tr> <td>101607</td> <td>Cotswold &amp; Vale</td> <td>Electrical Work at Pavilion</td> <td>595.08</td> <td>Y</td> </tr> <tr> <td>101608</td> <td>GVS Righton</td> <td>Mowing</td> <td>600</td> <td>Y</td> </tr> <tr> <td>101609</td> <td>Maxwell Amenity</td> <td>Grassline Paint</td> <td>263.40</td> <td>D</td> </tr> <tr> <td>101610</td> <td>J Sherwood</td> <td>Reimbursement (NP)</td> <td>29.97</td> <td>Y</td> </tr> </tbody> </table>	<b>Income: From</b>	<b>In Respect of</b>	<b>Amount</b>	Bowls Club	Donation	254.72	IUYFC	Donation	1,263.09	Cinema Group	Donation	150.00 letter of thanks	AW	Wayleave Agreement	39.31	Chq No	Payee	In respect of	Amount	Budget	101599	Six Parishes	Entries (NP£20/PC£40)	60.00	Y	101560	Newitts	Football Goal Posts	1,515.71	D	101601	St Mary's PCC	Churchyard Maintenance	400	Y	101602	G Goode	Cleaning of Pavillion Toilets	24.00		101603	S Furniss	Salary	313.25	Y	101604	HMRC	PAYE	78.40	Y	101605	S Furniss	Office Expenses (August)	22.95	Y	101606	J Goode	Salary Administration	30.00	Y	101607	Cotswold & Vale	Electrical Work at Pavilion	595.08	Y	101608	GVS Righton	Mowing	600	Y	101609	Maxwell Amenity	Grassline Paint	263.40	D	101610	J Sherwood	Reimbursement (NP)	29.97	Y	
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8a	<p><b>Sarah Furniss</b></p> <ol style="list-style-type: none"> <li><b>Bank Mandate</b> – It was <b>resolved</b> that Cllrs Osborne and Peachy be added as signatories to the accounts held at HSBC</li> <li><b>Risk Register</b> – it was agreed that Cllrs be given the opportunity to review the register between now and October meeting.</li> <li><b>Asset Register</b> – the register has been updated to include Dums Plantation Land Registry Number.</li> <li><b>Audit Submission</b> – Grant Thornton raised issues regarding why asset value had reduced. The Clerk had explained that this was due to a revaluation exercise and this is accepted. The External Audit is now complete and the mid-year internal audit can be undertaken in October. The Clerk will liaise with Mr Buckley.</li> </ol>	<p><b>SF</b></p> <p><b>Cllrs</b></p> <p><b>SF</b></p>																																																																																

	<p>5. <b>Western Power Wayleave Cheque</b> – cheque received.</p> <p>6. <b>Notification of Sale of 1 Wilkins Way (Section 106 Agreement):</b> S106 states that the PC should be consulted prior to marketing. This wasn't done due to owner not being aware – have notified us retrospectively and confirmed that the property has been sold, in line with requirement, to couple with local connection.</p> <p>7. <b>Flood Prevention Middle Brook at Middle Street:</b> WCC have raised an order to install large stones at the base of the protective grating in order to resolve this issue.</p> <p>8. <b>Pending:</b></p> <p>a. Path to Newbold</p> <p>b. Playground Safety Inspection</p>	
8b	<p><b>Cllr Sherwood</b></p> <p>1. <b>New noticeboard on Lower Green and removal of Phone Kiosk.</b> Now erected but both upper and lower green boards but heavy rain is getting in to the left hand panels. Both are subject to 5-year guarantee and Cllr Sherwood has liaised with supplier regarding this.</p> <p>2. <b>Title Deed Storage:</b> The deeds are now stored with Ward and Rider Solicitors, the clerk is in possession of receipt for filing and will update asset register accordingly.</p> <p>3. <b>Neighbourhood Plan Steering Group update:</b> Cllr Sherwood informed the meeting that the next stage is to commence drafting the plan. The recent consultation on 3 sites attracted 33 parishioners and a small number of requests for feedback forms subsequent to the workshop consultation (which had a deadline of 30<sup>th</sup> Sept). Future activities include independent assessment; engagement with the Parish Council in order for them to more fully understand the process, research undertaken and resultant analysis and review of what needs to be posted on the website. The budget is looking healthy with likely underspend against the grant of £1,300 based on current and anticipated spend</p> <p>4. <b>NP/IPC Stall at Village Show:</b> Good feedback and interest for 'name the lanes' (which nobody won!)</p> <p>5. <b>Replacement of Dog Waste Bin at Middle St:</b> It was <b>resolved</b> that a 25 ltr bin will be purchased. Cllr Davies will erect and repair damaged post of bin across from the school.</p> <p>6. <b>Possible Future Projects, including: Footpath Nameplates:</b> Cllr Sherwood circulated a paper showing options for embossed and non-embossed nameplates. Following discussion it was <b>resolved</b> that the embossed plates will be purchased (wall fixed) and agreement reached regarding their placement following discussion with residents. Funding will be from the donation by Cinema Group and Treasure Hunt with the Parish Council funding the balance. <b>Playground Shelter</b> Cllr Hawkins circulated a diagram showing example of 6' square shelter as a start point for consideration.</p> <p>7. <b>Sabbatical from end of September</b></p> <p>8. <b>Pending Issues:</b></p> <p>a. Western Power Substation</p> <p>b. <b>Parking on Upper Green:</b> The Clerk was charged with sending an e-mail to Michael Rogers and Geoff Morris (WCC) to ask for an update following their site visit. Cllr Seccombe said she would also follow this up with WCC Highways.</p> <p>c. Middle Street Bollards (to reconsider in December 2017)</p>	<p>SF</p> <p>GD</p> <p>JS</p>
8c	<p><b>Cllr Davies</b></p> <p>1. <b>Clearing of pathway between Back Street and Mickleton Road:</b> No discussion – this item can be removed.</p> <p>2. <b>Playing Field Toilets:</b> The cleaning arrangement is ongoing and it was confirmed that the Parish Council will be responsible for purchase of consumables (it having been reported that there was no toilet paper)</p> <p>3. <b>Highways Issues:</b> (Cllr I Seccombe following up) – now resolved and this item will be removed.</p> <p>4. <b>Ivy Clearing from Chestnut on Lower Green:</b> Cllr Osborne has been told the work would cost in the region of £750. It was <b>resolved</b> that Cllr Osborne will draft a tender document for removal and repair OR replacement of the bench. While the bench is removed, the ivy can be cleared.</p>	<p>GO</p> <p>RH</p>

	<p>5. <b>Tidying of Dums Plantation:</b> Cllr Hawkins confirmed that he is looking to start this within next month and this will be on a staged basis.</p> <p>6. <b>Overgrown Hedge at Elm Close remove:</b> Now resolved</p>	
8d	<p><b>Cllr Hawkins</b></p> <p>1. <b>Survey of Salt Bins – potential to replace:</b> Cllr Hawkins circulated a map showing result of his survey and it was <b>resolved</b> that three replacement bins (size to be confirmed) will be purchased and installed (by Cllrs Hawkins and Davies who will be paid at an agreed hourly rate) at Foxcote Hill, Campden Hill and Front Street – opposite Red Lion and the redundant open-topped bin at across from the school will be removed.</p> <p>2. <b>Tidying of Hedges at Playing Fields</b> – pending</p> <p>3. <b>Tidying of Hedges on Mickleton Road</b> – pending</p> <p>4. <b>Paths from Grump Street towards Frog Lane and Pig Lane</b> – not discussed and this item can be removed.</p>	
8e	<p><b>Cllr Osborne</b></p> <p>1. <b>Playing Fields</b></p> <p>a. <b>MUGA surface:</b> Cllr Osborne informed the meeting that the suppliers have attended and sprayed the court with weed killer and supplied maintenance instructions which will, in future, be followed. The Clerk was asked to thank the suppliers.</p> <p>b. <b>Progress on Agreement with IMSC</b> – not discussed</p> <p>2. <b>Tender for Mowing and Bench Refurbishment:</b> Cllr Osborne took the meeting through the tender document and map and it was <b>resolved</b> that the document and map be adopted subject to minor changes agreed. The Clerk will check whether any of the expressions of interest relate to bench repair. Cllr Hawkins confirmed that he would be prepared to undertake this work based on an hourly rate.</p> <p>3. <b>Meeting with Playing Field Committee:</b> Cllr Osborne reported that the issue of potholes in car park was raised. Following discussion it was <b>resolved</b> that Cllrs Osborne, Davies and Hawkins will undertake repair of those potholes of immediate concern and that regrading of the surface of the car park will be considered at a future meeting. A member of the committee had also raised the issue of a depression in the grassed area of the playground following removal of the pole that he considered might represent a risk of injury. Cllr Hawkins would review this but it was noted that the ROSPA annual inspection report was due shortly.</p> <p>4. <b>Insurance of Bowls Club Mower and Tennis Club Sandbrusher:</b> – not discussed.</p> <p>5. <b>Foul Water Drainage – Severn Trent Reference X809991:</b> Cllr Osborne gave background to the issues which have been evident since 2002 (according to correspondence between Severn Trent and IPC). There is a letter dated 2002 from Severn Trent acknowledging that the only solution would be to put in a larger outlet pipe and upgrade the sewage treatment works. Recent correspondence has elicited a response from Severn Trent that no works will be considered until 2020. With proposed increase in housing, there was agreement that this is not satisfactory and it was <b>resolved</b> that Cllr Osborne explore options for action which might include a formal complaint/seeking external advice.</p>	<p>SF</p> <p>GO</p> <p>SF</p>
8f	<p><b>Cllr Peachey</b></p> <p>1. <b>Village Hall Committee</b> – to consider donation towards replacement of 100 chairs. It was <b>resolved</b> that the Clerk will write to the Village Hall Committee saying that the Council agreed to a donation in principle however before that the Council would further information on their intended spend and how this will be funded and how much funding they are seeking from the Parish Council.</p> <p>2. <b>Footpath access by wheelchairs and pushchairs:</b> Cllr Sherwood and Davies said that this was on the list of works to be carried out on Back Street.</p>	SF
9	<b>Correspondence (other than covered elsewhere in agenda)</b>	
10	<p><b>Dates of Future Meetings</b> – all meetings commence at 7.30 pm at the Community Café and Shop unless otherwise stated.</p> <p>26 October 2017, 30 November 2017, No meeting in December 2017</p>	

Contact the Clerk to request a copy in larger print (07786 938 072 or [ilmingtonpc@outlook.com](mailto:ilmingtonpc@outlook.com))

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