

Imington Parish Council

DRAFT Minutes of the Annual Meeting of the Parish Council held in the Village Hall on Thursday 19th May 2016

Present: Cllr G. Davies, Cllr R. Hawkins, Cllr J. Sherwood (Chair), Cllr G Osborne

Also present: Amanda Wasdell Clerk, and 3 members of the public

Cllr Sherwood welcomed everyone to the meeting, explained the proceedings and advised that a member of the public was recording the meeting.

1. ELECTION OF CHAIRPERSON

- Cllr Sherwood was proposed to remain as Chairman by Cllr Hawkins, 2nded by Cllr Davies. All agreed.
- Cllr Davies was proposed to remain as Deputy Chairman by Cllr Sherwood, 2nded by Cllr Osborne. All agreed.
- The following roles were also allocated and agreed:
 - Cllr Osborne: as Chair of the Finance Working Party
 - Cllr Davies: as Chair of the Finance Working Party, Co-chair of the Environment Working Party and Village Hall Representative
 - Cllr Hawkins: as Co-chair of the Environment Working Party and Playing Field Representative
 - Cllr Sherwood: Neighbourhood Development Plan Liaison, IPC Communications and Grant Applications

2. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Seccombe and Brain and from Joyce Bridges

3. DECLARATION OF INTERESTS

No Declaration of Interests was receive

4. PUBLIC PARTICIPATION SESSION

- The verge in front of the Manor: It was asked who was responsible for mowing this verge. Cllr Hawkins confirmed that this work was done by him voluntarily.
- Defibrillator at the Playing Field: It was suggested by Fred Edmunds that a defibrillator at the playing field might be a good idea. He said that the Multi-Sports Club supported the idea. He advised that the cost of a new defibrillator was £1,100 and the cabinet £500. It was suggested that he consult the Defibrillator Group.

5. MINUTES

The minutes of the meeting held on 28th April 2016 were confirmed as a true record and signed by the Chair. Those Councillors present then unanimously approved the minutes.

6. COUNCIL REPORTS

Affirm remaining Ordinary General Meetings for 2016 to be held on Thursdays at 7.30pm in the Village Hall Lounge:

- 30th June
- 28th July
- 25th August
- 29th September
- 27th October
- 24th November

Cllr Sherwood

- **Tesco Bags of Help:** 90% of the required forms were now complete and uploaded
- **Tempo Events Winter Series Parking:** Cllr Sherwood received a proposal on from Tempo Events but which did not include a cap on entrant numbers as had been requested. Tempo proposed limited parking on Back St with coned off areas for passing and no parking on pavement or on Mickleton road. They also proposed a road closure on Armscote Rd from the far side of Shipston Rd toward Halford. Cllr Sherwood suggested a road closure on Featherbed Lane from just after Rob Hawkins house to the Shipston Road. After a discussion it was agreed by all to accept Cllr Sherwood's proposal and Tempo's proposal for parking Back Street and Mickleton Road but to also require a limit of 250 entrants. 2nded by Cllr Osborne, agreed by all. Cllr Sherwood to advise Tempo Events of the Council's decision.

Signed _____ Chairman

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- **Cotswold Conservation Board Visitor Giving Scheme:** Cllr Sherwood is applying for a grant of up to £2,500 to conserve and enhance the village, and its associated footpaths, gates and bridleways. The work needed on the Campden Hill Steps as well as the refurbishment of the benches was also noted. Cllr Hawkins and Cllr Davies offered to obtain quotes for some of the work that needs to be done.
- **Community Shop Verge:** The PC has received correspondence from Mr Carl Murray and Mrs Shirley Dingley regarding the verge by the shop's driveway. Included in the correspondence was request for reseeding of the verge and creating a bank, The proposal from the Community Shop Committee is that:
 1. Plant an evergreen hedge along the drive
 2. Plant 3 birch trees to the right of the drive as you are looking at the shop
 3. Plant low-lying shrubs by tarmac driveway.

The PC proposed to accept the first two of these but not the low-lying shrubs as they obstruct line of sight for vehicles, they will take extra maintenance and pedestrians walk the area. They also proposed to allow a bank of up to 18 inches on the verge. All agreed.

Action – clerk – write to Mr Murray and Mrs Dingley to inform him of the situation.
- **Playing Field Car Park:** The BBC contacted Fred Edmunds for use of the car park who gave the BBC permission. He then advised Cllr Sherwood of the situation. -Cllr Sherwood noted that this highlights the need for a more formal arrangement giving clarity as to the roles and responsibilities for the PC, Playing Field Committee and user groups. Cllr Osborne added that the current chair of the Sports and Social Club would welcome this idea. The Playing Field Committee should co-ordinate management and maintenance of the Playing Field, whilst the PC would retain overall control and have final authority. Cllr Osborne advised the Council that there is a Playing Fields Committee AGM on the 7th June 2016 and this would be an opportunity to discuss the issue. Cllr Sherwood advised that there will be herbicide spraying of the Playing Fields next Tuesday and Wednesday. Fred assured the PC that there would be adequate signage at the entrances to the Playing Fields. The BBC has been using the car park – there have been some issues, which the chair has hopefully resolved. They have agreed to pay £1800, which needs invoicing. **ACTION – clerk to invoice.**
- **Neighbourhood Development Plan:**
 - Cllr Sherwood noted IPC's initial NDP resolution of 21st Jan 16: *It was RESOLVED that Cllrs contact those who had expressed an interest in helping and / or forming part of the Steering Committee to ensure that the level of involvement and commitment was enough to see the project through.* She stated now that that has happened she proposed that the Ilmington Neighbourhood Development Plan Steering Group is a Working Party of the Parish Council responsible for driving forward the NDP in accordance with the agreed Terms of Reference and that the Council accept the Steering Group's Terms of Reference. Cllr Sherwood proposed, Cllr Davies 2nded. 3 in favour, 1 abstention.
 - **PROGRESS:** The Steering Group agreed to have project plan by next meeting in order to apply for grant, create web and Facebook presence and planning for informal and formal opinion gathering from Parishioners. Plan to have first survey autumn 2016, first draft by May 2017 and completion by May 2018.
 - **CONSULTANT:** The Steering Group agreed to have an initial discussion with Planning Consultant, Neil Pearce. The cost of £120 would come out of the £360 allocated by the PC for the initial stages of the NDP. Again proposed by Cllr Sherwood, 2nded by Cllr Osborne, agreed by all. Cllr Osborne asked that the NDP was self-funded through grants thereafter, all agreed.
- **Village Show:** Cllr Sherwood proposed that the PC and NDP share a stand at the show. The cost of £6 for 2 tables, all agreed. **Action: Cllr Hawkins suggested that his son might have a gazebo for them to use and advise on the size so that the Clerk could fill in the form and send to Mike Tremellen.**
- **Energy Action Fund:** Ilmington Multi-Sports Club in conjunction with IPC submitted grant application for £2,000 to replace Pavilion windows with more energy efficient ones. Cllr Sherwood reported that our application has been accepted for consideration

Cllr Davies.

- **Village Hall: Martin Taylor will** light the bonfire on the Queen's Birthday Celebrations instead of Cllr Sherwood.
- **Saturday 11 June:** there will be a barn dance followed by a torch procession up Foxcote Hill at 10ish the bonfire will be lit.

Signed _____ Chairman Date _____

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Clr Hawkins

- Maintenance on the Armscote Road footpath will cost about £25 for 3 hours work. Cllr Sherwood suggested adding it to the grant application as she feels there is a case for other parishioners to call for other footpaths to be cleared and there isn't funding to clear them all. She also suggested that if the grant application could not cover these things then the Cotswold Wardens might be able to add it to their work schedule.
- Mowing is going well. Thomas Fox is mowing the green tomorrow. Cllr Osborne talked to the receptionist at Thomas Fox and asked that the next cut be done on the 20/21st June just before the open gardens, and the next one about 6 weeks after that. He suggested that in future we give Thomas Fox the dates upon which the Council would like the mowing to be carried out.

Clr Osborne

- **Budgets:** There was an amendment to the budget proposals sent out as the payroll clerk is going to be kept, rather than use software to do this.
- **Multi-Use Games Area (MUGA):** Of the five companies contacted that specialise in this area, he has had 3 responses ranging from £9,500 - £16,000. The difference is largely in the way the ball wall is constructed. Tenders were requested to be sent to 4 companies, the fifth declined.
- The clerk is asked to send out tender packages. **ACTION: clerk to send out**

7. CORRESPONDENCE

All correspondence has already been dealt within these minutes.

8. PLANNING

It was **RESOLVED** to make the following comments on planning applications received:

Application no.	Proposal	Address	Submitted by	Comments due by / decision
14/01089/FUL	Erection of 11 dwellings & garages – including 4 affordable units and associated access road and full treatment plant (and the proposal requires the diversion of a public right of way)	Land Off, Armscote Road, Ilmington	Mr P Coton – Stratford Homes	Pending
15/00640/VARY	Variation of conditions 1 (List of approved plans) and 14 (Access Method Statement) of planning permission 15/00256/VARY to allow for change in the position and construction of the front wall next to the access (original application 12/02361/FUL)	Clifford Orchard, Frog Lane, Ilmington	Mr M Blackman	16/04/15
15/00881/TREE	T1: Ash: fell – T2: Beech: fell	Foxglove, Hurdlers Lane, Ilmington	Mrs M Sleep	Pending
15/00723/FUL	Proposed erection of single storey sun room on the South elevation. Erection of double garage along existing single garage.	The Bevingtons, Valenders Lane, Ilmington	Mr & Mrs Tustain	Permission Granted
15/00724/LBC	Proposed erection of single storey sun room on the South elevation	The Bevingtons, Valenders Lane, Ilmington	Mr & Mrs Tustain	Permission Granted
15/00950/TREE	T1: Walnut: remove and replace with appropriate native species (rowan, field maple, apple or	Clifford Orchard, Frog Lane, Ilmington	Mr M Blackman	Pending

Signed _____ Chairman

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15/00538/TREE	T1: Yew: 30% crown reduction & thinning	Church Cottage, Valenders Lane, Ilmington	Mrs S Mayben	Pending
15/00821/FUL	Single storey front first floor side extension. New pitched roof over existing first floor front window. New oil tank in front garden.	Harvest Cottage, Back Street, Ilmington	Mr & Mrs D Wilkins	Pending
15/00979/FUL	Installation of external wall insulation to all external elevations of the dwelling	9 Washbrook Place, Ilmington	Mr J Baker - Orbit	Pending
15/00977/FUL	Installation of external wall insulation to all external elevations of the dwelling	2 Washbrook Place, Ilmington	Mr J Baker	Pending
15/01545/TREE	T1 : Yew : Fell, T2 : Leylandii : Fell, T3 : Leylandii : Fell, T4 : Lawson : Fell,	Cotswold House, Campden Hill	Mrs S Plant	Pending

- All agreed that to application *reference: 16/01636/TREE at The Dower House the PC would Support*
- Application reference *16/01220/FUL - Southfield Farm, Compton Scorpion, Ilmington, Shipston* – The PC would respond No Representation

9. REPORTS FROM COUNTY COUNCILLOR & DISTRICT COUNCILLOR

- Neither Councillor was present

10. FINANCE

RESOLVED to approve the receipts and payments set out in Annex A. This was proposed by Cllr Sherwood, 2nded by Cllr Davies. **Caution was added to keep track of how many cuts are done as only 20 are budgeted for.**

11. COUNCILLORS REPORTS OR ITEMS FOR FUTURE MEETINGS

Footpaths, Grants, NPD – every month from now on.

12. TO CONFIRM THE DATE AND TIME OF NEXT SCHEDULED MEETING

Ordinary meeting of the Parish Council on Thursday, June 30th 2016, commencing at 7.30 pm at the Village Hall, Ilmington.

The meeting closed at 9.05

ANNEX A

To approve the following receipt:

To approve the following for payment:

	Amount	Budgeted
Village Hall	£95.20	Y
Rialtas Software, financial package	£66.50	N
Amanda Wasdell salary	£444.65	Y

Signed _____ Chairman

Date _____