



Minutes of an Ordinary Meeting of the Parish Council held in the Village Hall on Thursday  
30<sup>th</sup> June 2016

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

Also present: County Cllr I Seccombe, Amanda Wasdell Clerk, 5 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. APOLOGIES FOR ABSENCE

Cllr Brain sent his apologies

2. DECLARATION OF INTERESTS

No Declaration of Interests was receive

3. PUBLIC PARTICIPATION SESSION

Mark Ashworth requested that the Council discuss the letter that he had written to the PC. Later in the meeting it was discussed.

4. MINUTES

The minutes of the meeting held on 19<sup>th</sup> May 2016 were confirmed as a true record and signed by the Chair. The minutes were then unanimously approved by those Councillors present.

5. REPORTS FROM COUNTY COUNCILLOR & DISTRICT COUNCILLOR

Cllr Seccombe praised the recent Aviva Women's Cycling Race that passed through Warwickshire. The response has been very positive with many competitions for children from the market towns to get involved with. Due to Brexit things are now very quiet until a new Prime Minister is elected. WCC is now a member of the West Midlands Combined Authority but as a non constituent member.

6. COUNCIL REPORTS

**CLLR SHERWOOD**

**Playground:**

(Mr Alan Wright & Mrs Alison Wright representing Grace Wright Memorial Fund committee were present for discussion about the playground)

- **Equipment ownership:** Cllr Sherwood reported she had had discussions Mrs Wright which confirmed that IPC owned playground equipment on the Playing Field as IPC purchased the equipment via donations.
- **Warranties:** Mrs Wright reported that she thought she had them but does not. IPC will have to contact the companies involved to get copies of the warranties or look through its records for them.
- **Overgrown bank on the side of the slide:** Mrs Wright voiced concerns that it was unsafe for children and requested that it be strimmed. Cllr Hawkins stated that the playground inspectors (ROSPA) had reported no issues with it. Several solutions such as spraying the weeds or strimming were suggested. The Wrights said they were advised that spraying was unsafe for children. Cllr Osborne suggested the PC look into the solutions and report back. Both Mrs Wright and Cllr Sherwood agreed that the playground was a valuable village asset and it needed to be looked after carefully.
- **Replacement post for rope scramble net:** Cllr Hawkins had removed this as one of the posts had rotted internally. Cllr Osborne reported that Playdale, the company that supplied the equipment is prepared to replace the faulty parts still under warranty but if they were to deliver and install it, the cost would be £295. Mrs Alison Wright and Mr Alan Wright said the fund would be prepared to pay for the cost of delivery and installation. They suggested that at the same time as the installation, a general inspection be done. They also advised that strimming near the posts would do damage to the posts and nullify warranties.

**PROPOSAL:** Cllr Davies proposed that the order be placed with Playdale by IPC to replace and install the new equipment. Cllr Sherwood seconded. Agreed by all.

**Sandbox:** The Wrights said more sand is needed. Cllr Sherwood asked that sharp sand be used rather than red sand which can stain clothing to which the Wrights and the Council agreed. On

Signed \_\_\_\_\_ Chairman Date \_\_\_\_\_



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behalf of the Fund, the Wrights said they would pay for the sand. The Wrights said they would look into ordering and delivering the sand.

**Ilmington Gardens Open Day**

Cllr Sherwood expressed thanks to all parishioners who did their part in making Ilmington look beautiful for Gardens Open Day. She gave a special thanks to Cllrs Davies and Hawkins for all their hard work tidying up the village paths and greens.

**Bus Timetable Alterations**

Further to calls from parishioners complaining that changes in the timetable hadn't been advertised in advance and gave bus users little time in Shipston to shop and return, Cllr Sherwood reported that she had spoken to Johnsons' Coach and Bus Travel Traffic Department. They are reviewing data about the new route and any revisions to the timetable will come into force in September. Cllr Sherwood put a notice in the Parish Magazine telling parishioners that if they feel that they have been adversely affected by the changes, to write to them telling them how they have been affected and what changes they believe would improve the service.

**Sports and Social Club (SSC): Licensing and Contact Details**

Further to complaints regarding noise lasting until 20.3am at an event held by club members at the Pavilion on Sat, 18<sup>th</sup> and Sun 19<sup>th</sup> June, Cllr Sherwood reported that she had spoken to Licensing Department at SDC who informed her that SSC have a license to supply alcohol, music and entertainment to club members and bona fide guests only: Mon-Sat 10.00 -23.00 & Sun 12.00 – 22.30. Additionally, they had applied for a Temporary Event Notice (TEN) which gave them permission to supply alcohol and entertainment etc until 2.00am and are allowed 15 TENs per year. Any complaints filed with Environmental Health regarding noise will be noted down and will influence the Licensing Team's decision on future TEN applications. Complainants had difficulty contacting SSC representatives because they did not have a web presence.

**Amalgamating the IPC and Village websites**

Bruce McFarlane who manages both IPC and Village website requested amalgamating the two using IPC as a basis for the design. Little would change. Cllr Sherwood would work with Bruce McFarlane to create a tab for Clubs and Organisations. She suggested that it would be an opportunity to invite Sports and Social to have a webpage on the website on how to contact members and book the Pavilion.

**PROPOSAL:** Cllr Sherwood proposed to amalgamate IPC and Village Websites. Cllr Osborne seconded. All agreed.

**Grants Update: Eon, Communication Funding, Transparency Fund and other Options**

- **E.on Energy Action Fund:** Grant application in partnership with Multi-Sports Club for £2,000 to replace windows at the Pavilion has been won and must be complete by December 2016. Cllr Sherwood said IPC would need to consult with Sports & Social Club(SSC) and then put out to tender. **Action:** Cllr Osborne to liaise with SSC
- **Communication Funding:** Cllr Sherwood looked into further grant funding to obtain A3 scanner, laminator, financial package, replacement for Lower Green notice board. She found that Transparency Fund will not fund any of these items and the Heart of England grant will not entertain applications from Parish Councils.
- **Cotswold Giving Grant Scheme:**
  - Cllrs Sherwood and Davies applied to the grant scheme for renovation of the Coronation Gate and replacement of the Walking Map at the Lower Green. A video showing both was sent with the application.
  - **ACTION:** Cllr Davies to chase written quote for renovation work to Coronation Gate.

**Neighbourhood Plan Steering Group Meeting Report**

- Cllr Sherwood reported on the meeting held on Tuesday, 21<sup>st</sup> June
- **TERMS OF REFERENCE:** to ensure transparency and public engagement, their Terms of Reference are to be changed to open meetings to the public with a public participation session.
- **PROGRESS:**
  - They are pursuing grants
  - They have agreed to use strapline of Neighbourhood Plan: Our Village, Our Future
  - They will be creating mood cards for Ilmington Show to raise awareness and capture opinions
  - They are developing Facebook page and now have web presence via IPC website

Signed \_\_\_\_\_ Chairman Date \_\_\_\_\_

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- **CONSULTANT:** Neil Pearce of Avon Planning Services gave advice on project plan, advice on community engagement and alerted the group to potential obstacles along the way. The Group agreed to use his services sparingly but particularly for site surveys which can be controversial. The use of consultant will help keep it impartial.

### Tempo Events Winter Series

- Cllr Sherwood received response to our email which queried the cap of 250 participants.  
**PROPOSAL:** Cllr Sherwood proposed a response reiterating 250 participants and IPC's criteria. Cllr Hawkins seconded. All agreed.
- Tempo has requested to use Pavilion for 40 participants on a run in August. Cllr Sherwood referred them to Claire Brundle, Chair of Sports and Social Club as this run will have little impact on the rest of the village.

### Ilmington Show

**Action:** Parish Clerk to contact/send form to Mike Tremellen asking for 2 x tables @ £3 each, telling him the size of the tent (3m x 3m). As per last year, there should be no cost to the Parish Council other than for the tables.

### Dog Fouling

**Proposal:** Cllr Sherwood proposed purchase of Keep Britain Tidy posters "There's no such thing as a Dog Poo Fairy" as it was eye catching and only costs £5 for 10 A4 posters. All agreed.

## CLLR OSBORNE

### Letter from Mr Mark Ashworth, Chair of the Playing Fields Committee (PFC)

At the meeting, Mr Ashworth asked if his e-mail regarding the grant for work to the car park undertaken by the PFC and related matters were on the agenda. Cllr Osborne responded that the Council had met previously to review and agree a response that would be sent to the PFC shortly. Mr Ashworth asked if that meeting had been minuted and was advised that it had not. *[POST MEETING NOTE: The review took place at a meeting of the Council's Financial Working Group. Such meetings are not normally minuted.]*

Cllr Osborne then read to the meeting a paraphrased version of the Council's response. The principal points were:

- The Council wishes to continue to develop relations with the PFC and to support its work whenever appropriate.
- The Car Park is utilised by all users of the Playing Fields including members of the public. The Council recognises its responsibilities with regard to its maintenance. Improvement of the entire car park surface is currently beyond the financial resources available. Council members, with volunteer support, have undertaken repairs as an interim measure. Grants have been sought to finance improvements but not yet with success.
- The Council applauds the PFC's initiative in previously raising £2,000 towards the cost of improving the entrance and acknowledges that in June 2012 the Council agreed a grant of £2,000 towards the costs of this work, which was undertaken in 2014. Subject to receiving copies of estimates, order and final invoice(s) the Council shall remit to the PFC the lesser of half the total invoices paid or £2,000.
- The Council considers the use by an external party of any facility shared with members of the public other than the Sports & Social Club (SSC), should be a matter for consultation between the Council, PFC and where relevant the SSC. A decision to do so should, whenever possible, be communicated to users in advance.
- At short notice, the BBC recently approached a PFC member to use the Car Park for an Outside Broadcast Unit comprising trucks and other vehicles. Consent was given without reference to the Council. The Council was advised after the event and reluctantly allowed the decision to stand. The Chair liaised directly with the BBC in an effort to reduce disruption to other users and asked for the fee to be paid to the Council. Mr Ashworth's e-mail implies that this fee should have been paid to the PFC, the Council does not agree for a number of reasons including that the car park is a shared facility for not just sports club users but the wider public as well.
- The Council has no wish for the PFC to act as a general fund raising body for the Parish Council. It does, however, welcome any support and assistance towards raising funds for the improvement of the general facilities at the Playing Fields.

Signed \_\_\_\_\_ Chairman

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- **A general discussion followed.** Mr Ashworth reported that following the workshop with IPC, the Sports and Social Club and PFC now have publically visible Google calendars, and communications between the two groups have improved greatly. The following actions were agreed:
  - **ACTION: Clerk to retrieve July/Aug 2014 invoices**
  - **ACTION: Cllr Osborne is to send a copy of the PFC constitution to Mr Ashworth. The Council confirmed that it intended to be represented at the next meeting of the PFC ( 8<sup>th</sup> September, 8pm, SSC).**

**MUGA:** Cllr Osborne tabled an analysis of the quotations from the four companies invited to tender. . After discussion it was generally considered that the proposal made by Safe and Sound Ltd was the most suitable as it offers the more robust solution with longer guarantees at an acceptable price.

**PROPOSAL:** Cllr Sherwood proposed that the tender submitted by Safe and Sound Ltd be accepted. Cllr Davies seconded. All agreed.

### CLLR DAVIES

#### The Beacon for Queen's 90<sup>th</sup> Birthday Celebration

Cllr Davies thanked to Cllr Hawkins for making an exceptional beacon. Thanks were also due to the Village Hall Committee for organising the related event. The torch procession up Foxcote Hill was well attended and enjoyed by those who came.

### CLLR HAWKINS

#### Mowing

- **Thomas Fox:** Cllr Osborne passed over a letter from Fox in which they confirmed the following dates for mowing in 2016: 20 June, 1 August and 12 September. The council will confirm dates for 2017 early in that year.

#### Playground

- **Broken posts at the playground** have been taken away and the area made safe.
- **Playground area litter:** Cllr Hawkins reported that he regularly picks up 2 to 3 carrier bags full of litter from the playground including empty cans, bottles and dog mess. He has put a black wheelie bin in the centre of the playground to encourage the binning of litter though he thought that a proper litter bin might be more suitable.
 

**ACTION:** The position be monitored for a further period.

**Donations:** Cllr Hawkins reported that he had collected £620 in pledged donations for the MUGA project which was passed over to the Clerk for banking. He had forgotten the names of other potential benefactors who had pledged the money. Cllr Sherwood suggested posters in the Village Shop might help.

**ACTION:** Cllr Sherwood to create and put posters in the shop.

### 7. CORRESPONDENCE

- Correspondence for information only (circulated to Cllrs Davies and Hawkins)
- Letter from Mark Ashworth via email
- Zurich renewal form
- Renewal of Insurance Premium with Zurich

Signed \_\_\_\_\_ Chairman

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## 8. PLANNING

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

Application no.	Proposal	Address	Submitted by	Comments due by / decision
16/01636/ Tree	T1-Ash-Fell	The Dower House Back St Ilmington, Shipston- on-Stour CV36 4LJ	Mr M Tremellen	10.06.2016
16/00479/ FUL	Alterations to the garage, new door, new gable window and 2 No. Velux Windows	The Bull Pen, Hurdlers Lane, Ilmington	Mr P Misson	Re-Submitted Application
16/00480/ LBC	Alterations to the garage, new door, new gable window and 2 No. Velux Windows	The Bull Pen, Hurdlers Lane, Ilmington	Mr P Misson	IPC Commented – See SDC website

**PROPOSAL:** Cllr Osborne proposed that IPC respond with No Representation to application 16/01636/Tree the IPC Seconded by Cllr Sherwood. All agreed.

## 9. FINANCE

- **Internal Audit:** The Internal Audit Form completed by Mr Bill Buckley was received by the Council and signed by Cllr Sherwood as IPC Chairman
- **RESOLVED** to approve the receipts and payments set out in Annex A. This was proposed by Cllr Sherwood seconded by Cllr Hawkins. All agreed.

## 10. COUNCILLORS REPORTS OR ITEMS FOR FUTURE MEETINGS

- NDP
- Asset List
- Donations

## 11. TO CONFIRM THE DATE AND TIME OF NEXT SCHEDULED MEETING

Ordinary Parish Council Meeting on Thursday 28<sup>th</sup> July 2016, commencing at 7.30 pm, Village Hall, Ilmington.

**The meeting closed at 9.20pm**

### ANNEX A

To approve the following receipt:

- |   |           |
|---|-----------|
| • Tempo Events:                                   | £ 338.50  |
| • Anonymous Donation: For Ilmington Playing Field | £2,500.00 |

To approve the following for payment:

	<b>Amount</b>	<b>Budgeted</b>
• HMRC – Tax & NI (Jan/Feb)	£147.80	Yes
• Sports & Social Club Committee (balance of half Tempo Events Fee less VAT Owing)	£ 58.95	N/A
• R Hawkins – Tree Felling, removal & Disposing (Leylandii)	£200.00	Yes
• Clerks Salary & Expenses to 20 <sup>th</sup> March 2016	£290.10	Yes
• Clerks Salary & Expenses to 01 April 2016	TBC	Yes
• The Goode Book – Keeping Service (Payroll Jan-March)	£ 30.00	Yes

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_