

Minutes of an Ordinary Meeting of the Parish Council held in the Village Hall on Thursday
28th July 2016

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

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

2. DECLARATION OF INTERESTS

Cllr Osborne declared that he had an interest in the planning application 16/02055/FUL as it is his next door neighbour.

Cllr Brain has an ongoing interest in all planning matters.

3. PUBLIC PARTICIPATION SESSION

- Parishioner, Mr Marcus Jones spoke about the planning application (16/02038/Ful, 2 Nellands Close) that he and his wife had submitted. He explained that the proposal was for an extension, resurfacing of the outside of the house, draft proofing, and removal of a shed. This would enable the house to adapt as their family grows and therefore increase the longevity of the house for them, be more energy efficient and improve the exterior, plus this would improve parking of the close as it would give Mr Jones two additional parking spaces. They have had a positive reaction from their neighbours and there are another three houses in the close with similar extensions. Cllr Sherwood thanked Mr Jones for his comments.

4. PLANNING: Cllr Sherwood suspended the order of the agenda to address planning in light of Mr Jones' comments.

- **16/02038/FUL: 2 Nellands Close**
Proposal: After a brief discussion, Cllr Hawkins proposed that the Council support the application on the planning grounds that the street scene and visual appearance were enhanced and parking would be improved. Seconded by Cllr Osborne. Agreed by all. **Clerk to submit.**
- **16/02055/FUL:** Cllr Sherwood proposed a response of No Representation, Cllr Davies seconded, all agreed.

5. MINUTES

The minutes of the meeting held on June 30th 2016 were confirmed as a true record and signed by the Chair, with the amendment that Cllr Brian had sent his apologies to the clerk. The minutes were then unanimously approved by those Councillors present.

6. COUNCIL REPORTS

CLLR SHERWOOD

Neighbourhood Development Plan

- She reported on the NDP Steering Group meeting of 19th July 2016.
- Once the project plan is finalised, then applications for grant funding will commence.
- Cllr Sherwood proposed spending approximately £76.00 (ex Vat) of the NDP budget allocation to purchase 1000 flyers for part of the survey, plus approximately £26 (ex Vat) for the purchase of 4 tabards, that can be reused. Cllr Davies seconded, all agreed.
- Change in the NDP Steering Group's Terms of Reference:
Proposal: Cllr Sherwood proposed an additional segment which will mirror the IPC's ToR in regards to public participation. Proposed by Cllr Sherwood, seconded by Cllr Osborne, agreed by all

Playground

Grace's Playground Fund has kindly donated £295 towards replacement and installation to the scramble net's rotting wooden post as previously agreed.

Signed _____ Chairman

Date _____

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MUGA: Football Wall/Basketball Court

Cllr Sherwood asked the other councillors to think of ideas for a grand opening of the MUGA such as; inviting the press, Cllr Brain, Cllr Seccombe, Tesco Bags of Help representatives, etc by next meeting.

Ilmington Show

Cllr Sherwood asked the Clerk to inform Mike Tremellen of the Show Committee that the IPC will be having a stall at the show and will be bringing a 3x3m tent which they will share with the NDP Steering Group. **CLERK**

CLLR DAVIES

Playing Field Pavilion

Cllr Davies reported that he had repaired the electrical cupboard at the Pavilion. He also reported that there is a drain in the Pavilion that needs unblocking at the back of the sink.

CLLR HAWKINS

Mowing

Cllr Hawkins reported that the Upper Green is to be mowed again on 1/8/16

Litter Picking on the playground

Cllr Hawkins reported that the black bin that has been placed in the centre of the playground area is working well. Councillors agreed that a more permanent solution is required. Cllr Hawkins agreed to look into various bin options. Cllr Sherwood suggested moving a recycling bin from the Pavilion over to the entry gate. Cllr Osborne suggested a double bin for the central area which included a general waste section and recycling section. It was suggested that the County Councillor's grant could be used to fund the purchase. District Cllr Brain informed the Council that Warwickshire was one of the best in the country for recycling and he would actively support anything that could improve on that.

MUGA / Red Lion Pledge

Cllr Hawkins reported that the Red Lion Pub is to hold a charity weekend and that they had pledged the proceeds would go towards the MUGA project.

Playground Shelter

Cllr Hawkins reported that he had designed a shelter to be located at the Childrens' Playground. It can be fabricated in metal, which would last longer than wood. Parishioner, Martin Seymour, would draw up the design. The Council would consider the design with regard to its feasibility, durability and safety.

CLLR OSBORNE

MUGA

- Cllr Sherwood reported that a donation for the hopscotch markings was offered from Grace's Playground Trust. Cllr Osborne reported that the contractor will stand by his quotation for the Hopscotch.
- Cllr Osborne has sent a draft Letter of Instruction and "Quotation pack" to the clerk for her review and action to order the work from the agreed contractor Safe and Sound Playgrounds. In order to avoid confusion, the letter stated that only the clerk or Cllr Osborne have authority to give instructions to the contractor in respect of the project. All agreed.
- He reported that references on Safe and Sound have been checked:
 - 1) Aston Clifton PC: their clerk had written a testimonial to the company stating that they were very satisfied
 - 2) Sefton Council said that they were satisfied with the performance and would use them again. Note: the references were regards to works carried out by Calloo. Safe and Sound is a sister company within the same Group but has given assurances that it uses the same procedures, resources, staff and materials.
- **Proposal:** The clerk to place the order with Abacrete Ltd trading as Safe and Sound. Proposed by Cllr Osborne, seconded by Cllr Davies. Agreed by all.

Signed _____ Chairman

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Playing Fields Car Park Resurfacing

Cllr Osborne reported that Richard Law of the Playing Fields Committee had informed him that the quotes and other information for the car park resurfacing requested by the Council had not been kept by the PFC. Cllr Osborne said that the Council's records show that sums exceeding those required to trigger the full agreed Council contribution of £2,000 had been paid to the contractors and PFC had made corresponding donations. The clerk presented the PC with the invoices to show the payment to the contractor.

Proposal: Cllr Osborne proposed paying £2,000 to PFC, seconded by Cllr Sherwood. Agreed by all.

Financial Report

- Cllr Osborne reported that the clerk can and has now produced a monthly spend vs. budget report which can form a basis for future budgeting.
- Cllr Osborne informed the Council that Mr Bill Buckley had written a report to accompany his audit that identified three issues. Two of these had been resolved and the only outstanding item related to a donation of £11 to the Six Parishes Magazine, which had not been recorded as having been agreed by the Council.
Proposal: Cllr Osborne proposed the retrospective approval of the payment of £11 to the Six Parishes Magazine, seconded by Cllr Sherwood. Agreed by all.
- He also reported that Mr Buckley has offered to voluntarily do an interim audit in November. The Councillors agreed that they would be keen to accept his generous offer.

Pavilion Windows

- Cllr Osborne reminded the Council that £700 was budgeted last year to paint the Pavilion Windows but due to their bad condition this work had not been commissioned and the allocated funds remain available. Some Members felt that replacing the windows with a more energy efficient and durable installation would be a better long term solution. Securing the EoN grant of £2,000 to improve the energy efficiency of the fenestration meant that a new installation was now financially viable. He said that a range of colours and materials is available although white UPVC is probably the most economical.
- **Proposal:** Cllr Osborne proposed to put out tenders for the replacement of the windows based on a UPVC installation. Cllr Sherwood seconded. All agreed.
- Cllr Osborne reported that the Sports and Social Club and others had expressed a desire to create a double door access onto the Playing Field. This would have structural implications as well as additional cost implications for the replacing of the windows. Cllr Osborne said he and Cllr Hawkins would be having a meeting with the SSC on Wed, 23rd July at 6.00pm where this matter would be discussed.

7. CORRESPONDENCE

Correspondence for information only (circulated to Members)

- Email re playground inspection in Sept
- Email receipt confirmation of annual return submission
- Emails between chair and Alison and Alan Wright re playground markings and contributions
- Email confirmation of order with Playdale re playground equipment – Cllr Hawkins to be notified of their timings
- Email offer letter from Tesco "Bags of Help": 75% of the grant (£6,000) has been deposited into the IPC account. The remaining 25% (£2,000) to be remitted following completion of the MUGA works: **Clerk to confirm that the money has been deposited in the IPC account**

8. COUNTY AND DISTRICT REPORTS:

District Cllr Brain reported that making the position of Chief Executive of the District Council redundant and instead having two heads of service at lower grades saves over £100,000 pa.

He summarised which committees he sits on:

Leisure Centres and play areas	Offstreet Parking	Public Conveniences
Building Control	Health and Wellbeing Board	Street Cleaning
Environmental Health	Waste and Recycling	Dog Warden

He also reported that following Jeff Morris' promotion, the new Localities Officer for Warwickshire County Council Highways department would be Michael Rogers.

Signed _____ Chairman Date _____

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PLANNING

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

Application No	Proposal	Address	Submitted by	Comments due by / decision
16/01786/LBC	Re-construction/ reinstatement of existing steps and existing retaining wall on a 'like for like' basis	Stonecrop Campden Hill Ilmington Shipston-on- Stour CV36 4JF	Mr & Mrs S Pettifor	20/07/2016 No representation was submitted
16/02066/TRE E	- T1: Unknown species: reduce crown by 1.5	Long Barn Back Street Ilmington Shipston-on- Stour CV36 4LJ	Mr Neil Thorpe	14/07/2016 No representation was submitted
16/02038/FUL	Proposed two storey side extension, new double garage, face existing building with render and natural stone	2 Nellands Close Ilmington, Shipston-on- Stour CV36 4NF	Mr & Mrs Jones	08/08/2016 – IPC agreed to support the application. Clerk to submit
16/02055/FUL	Single storey extension to utility room	Highcroft Campden Hill Ilmington Shipston-on- Stour CV36 4JF	Mr And Mrs J K Byass	08/08/2016 – IPC agreed No representation. Clerk to submit

9. **FINANCE**

RESOLVED to approve the receipts and payments set out in Annex A.

Proposal: Cllr Sherwood proposed to approve the receipts and payments, seconded by Cllr Hawkins. All agreed.

10. **Councillors reports or items for future meetings:** Finance – Asset List to be updated exchange of information only

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

Ordinary Parish Council Meeting on Thursday 25th August 2016, commencing at 7.30 pm, Village Hall, Ilmington.

The meeting closed at 8.50

ANNEX A

To approve the following receipt:

	Payment
• BBC – Father Brown	£1800
• Donations for MUGA (as mentioned by Cllr Hawkins last month)	£620
• Donations for Scramble Net Repair From Graces Playground Fund	£295

To approve the following for payment:

	Payment	Budgeted
• Amanda Wasdell	£444.65	Y
• Rob Hawkins	£150	Y
• Cotswold & Vale LTD (Electrical cert for Pavilion)	£542.58 (£90.43 VAT)	Y
• Amanda Wasdell Expenses	£15.68	Y
• WALC – Membership fees	£234.00	Y
• Information Commissioners Office	£35	Y

Signed _____ Chairman

Date _____