

Ilmington Parish Council

Minutes of the Ordinary Meeting of Ilmington Parish Council held on 28 July 2017

Present: (Councillors) Davies, Hawkins, Osborne, Peachy and Sherwood

In Attendance: Cllrs M Brain, SDC; WCC and one member of the public.

Apologies: S Furniss, Clerk

1	Apologies: None Received	
2	Declaration of Disclosure Pecuniary Interest: None declared	
3	<p>Stratford District Council update: Cllr Seccombe</p> <p>Children's Centres Consultation Report: Cllr Seccombe said that there were 39 centres at present which aim to support families in need and difficulties. She explained that the cost of keeping the centre buildings open was becoming difficult. As a result, budget and hours would be reduced in three phases. They are considering having outreach centres (e.g. in village halls) for outer areas where demand was less. They want to hear the views of families. Consultation ends on 11 Sept 2017 and details are available on the www.warwickshire.gov.uk/childrenscentres.</p> <p>Electric Cars: Cllr Seccombe said that Warwick University was the centre of battery development in Warwickshire and was supported by JLR. She was hopeful that battery manufacturing in Warwickshire would ensue off the back of it. She reported that they were working on installing charging points throughout Warwickshire and working out a strategy as to where to put them. They were also working on a cradle to grave strategy. She explained that a company in Stoneleigh were working on battery recycling.</p>	
4	To Confirm Minutes: Cllr Sherwood noted that the date at the top of the minutes was incorrect and should have read 28 June 2017. It was resolved that the minutes of the meeting of 28 June 2017 be approved as a true record once the amendment had been made.	
5	Public Forum: No comments from the public	
6	<p>Planning Matters</p> <p>PENDING</p> <ul style="list-style-type: none"> • 17/ 00013/FUL Cathole Manor Farm Compton Scorpion Rd Compton Scorpion CV36 4PJ • 17/00883/FUL Proposed: Demolish existing kitchen, rebuild larger replacement extension at Norton Cottage, Campden Hill, Ilmington, CV36 4LH Comments due by: 2 June 2017. • 17/01200/LBC 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 • 17/01605/TREE Proposed: -T1: Alder: Fell -T2: Alder: Fell, At The Shippen, Burlingham Farm Court, Front Street, Ilmington Comments due by: 21 June 2017 • 17/01678/FUL 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. <p>APPLICATIONS</p> <ul style="list-style-type: none"> • 17/01682/Vary: To add an attached storage building at Middle Brook House, CV36 4JQ. A response of No Representation was agreed by all. Comments due by 25 July 2017. • 17/01961/ELEC: Proposed Pad Mounted Electricity Sub Station Front Street Ilmington, Pad mounted electricity substation with a total volume of less than 29 cubic meters, on 	SF

	<p>grass verge located at front street, Ilmington. The pad mount substation to have wooden fencing installed around it. Comments due by 31 July 2017</p> <p>Cllr Sherwood reported she and Cllr Davies inspected the proposed site and expressed concern of its proposed substation's location. One alternative location put forward was the strip of land adjacent to the drive into Burlingham Farm barns where the substation could be concealed by landscaping. Cllr Sherwood said she was informed the land belonged to the developers, Calarel. Cllr Sherwood to look into. She spoke to the SDC Wayleave Officer requesting a meeting to discuss the matter. He said he was waiting for Western Power to tell him the exact size at which point he would contact Cllr Sherwood and arrange a meeting. Cllr Brain said he would be happy to attend the site meeting. After discussing the matter, it was agreed by all to respond with an objection to the positioning of the substation: 1) explaining Cllr Sherwood's conversation with the Wayleave Officer and that IPC would like a site meeting to suggest some alternative locations, 2) highlighting the concerns that the proposed location was inappropriate as it was in a prominent position on a main road in a conservation area and AONB and would do harm to the street scene, in the setting of a Grade II listed building and 3) it is opposite a junction.</p> <p>DECISIONS</p> <ul style="list-style-type: none"> • 17/01434/TREE: Jasmine Cottage Campden Hill Ilmington Shipston-on-Stour CV36 4JF, T1 sycamore: Fell. (SDC Note: this is not a twin stemmed tree. It is a sycamore stem and an ash stem). Tree Works Approved • 17/01298/TREE: Puddocks Frog Lane Ilmington Shipston-on-Stour CV36 4LQ, -T1: Silver Birch: fell. Tree Works Approved 	<p>JS</p> <p>SF</p>																																																																	
7	<p>Finance The income was noted and it was resolved that the payments listed be authorised.</p> <table border="1" data-bbox="255 996 1380 1545"> <thead> <tr> <th>Income From</th> <th colspan="2">In Respect of</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="5">Authorisation of Payments</td> </tr> <tr> <td>Chq No</td> <td>Payee</td> <td>In respect of</td> <td>Amount</td> <td>Budget</td> </tr> <tr> <td>101584</td> <td>B McFarlane</td> <td>Web Maintenance</td> <td>£100</td> <td>Y</td> </tr> <tr> <td>101585</td> <td>Groundwork</td> <td>Repayment of Unspent NP Grant</td> <td>£1726.41</td> <td>y</td> </tr> <tr> <td>101586</td> <td>GVS Righton</td> <td>Mowing</td> <td>£912.00</td> <td>Y</td> </tr> <tr> <td>101587</td> <td>Thomas Fox</td> <td>Mowing</td> <td>£432.00</td> <td>Y</td> </tr> <tr> <td>101588</td> <td>J Goode</td> <td>Replacement of returned cheque (101580)</td> <td>£30.00</td> <td>Y</td> </tr> <tr> <td>101589</td> <td>Noticeboard Company</td> <td>New boards</td> <td>£928.00</td> <td>Y</td> </tr> <tr> <td>101590</td> <td>S Furniss</td> <td>Salary</td> <td>£391.65</td> <td>Y</td> </tr> <tr> <td>101591</td> <td>HMRC</td> <td>PAYE</td> <td>tbc</td> <td>Y</td> </tr> <tr> <td>101592</td> <td>S Furniss</td> <td>Office Expenses (1-30 June 2017)</td> <td>£28.10</td> <td>Y</td> </tr> <tr> <td>TBC</td> <td>Avon Planning</td> <td>Neighbourhood Plan Consulting</td> <td>£648.00</td> <td>Y</td> </tr> </tbody> </table> <p>Cllr Sherwood proposed to approve the payments above. Cllr Hawkins seconded. All agreed.</p>	Income From	In Respect of		Amount		Authorisation of Payments					Chq No	Payee	In respect of	Amount	Budget	101584	B McFarlane	Web Maintenance	£100	Y	101585	Groundwork	Repayment of Unspent NP Grant	£1726.41	y	101586	GVS Righton	Mowing	£912.00	Y	101587	Thomas Fox	Mowing	£432.00	Y	101588	J Goode	Replacement of returned cheque (101580)	£30.00	Y	101589	Noticeboard Company	New boards	£928.00	Y	101590	S Furniss	Salary	£391.65	Y	101591	HMRC	PAYE	tbc	Y	101592	S Furniss	Office Expenses (1-30 June 2017)	£28.10	Y	TBC	Avon Planning	Neighbourhood Plan Consulting	£648.00	Y	
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8a	Sarah Furniss: No report																																																																		
8b	<p>Cllr Sherwood</p> <ol style="list-style-type: none"> 1. New noticeboard on Lower Green and Removal of Phone Kiosk Cllr Sherwood reported that she, Cllrs Davies and Hawkins met and agreed the best agreed for the new noticeboard was where kiosk was. She spoke to Paul MacDonald of BT who said that the kiosk would be removed by the end of July and that the contractors would inform her via her mobile on the day of its removal. It is anticipated that the new noticeboard would be in place sometime in August. 2. Upper Green Parking Bays Cllr Sherwood reported that she spoke to Cllr Seccombe who agreed in principle to support via her discretionary highways fund depending on funds available and the results of a public consultation. She obtained a list of approved contractors from WCC Highways 	GO																																																																	

	<p>and passed it on to Cllr Osborne who will create a tender document in due course. Cllr Seccombe said she had a meeting the following evening regarding budgeting for Highways and it would be useful to have a figure in mind for the parking bays. Cllr Osborne suggested a combination of volunteers and contractors working to an approved and agreed spec with WCC Highways would help reduce cost. He suggested that a cost for the works of approximately £5,000 might be possible.</p> <p>3. Title Deed Storage Cllr Sherwood said she would call HSBC next week to arrange a collection</p> <p>4. Neighbourhood Plan (NDP) Steering Group update</p> <p>a. Stepping Down: Cllr Sherwood informed the Council that Cllr Osborne has stepped down from the Steering Group but offered to continue his infrastructure assessment.</p> <p>b. Armscote Road Consultation: The steering group also put up notices in reference to the recent Armscote Road Development consultation informing parishioners that it was not part of the NDP call for sites.</p> <p>c. Extension of Call for Sites: During the overlap of parish clerks, a site submission (which had not included a pro-forma) was missed out. It was felt that if this submission was allowed to submit a pro-forma, then in the interests of fairness and transparency, the call for sites should be reopened for one month. Five submissions were received; two were rejected as it was only one for house and the call for sites required three, the other came in 5 days after closing date. Cllr Sherwood noted that all the sites will be assessed as the previous sites were, a public consultation will be held in September and a map of all submissions will be posted on the website.</p> <p>d. Severn Trent (ST): Cllr Osborne reported on the correspondence between IPC and ST from 2000-2012 regarding foul water outbreak from their system on Armscote Road and a proposed larger replacement pipe. He said that ST was advised by the Environment Agency that additional investment was required at the Treatment Works to provide additional treatment capacity. He noted that this would have implication for the Neighbourhood Plan's policies and future development. Cllr Osborne circulated a letter he proposed to send to ST which asked ST where they were on the matter. It was agreed that the letter should be sent. Cllr Osborne to send it to the Clerk for posting on behalf of IPC.</p> <p>5. NP/IPC Stall at Village Show It was agreed that Cllr Sherwood would produce posters displaying the projects that had been achieved this year and its future projects. It was also agreed that Cllr Sherwood would create a 'pin the name on the lane' game to quiz parishioner on the names of lanes within the village. Cllr Sherwood to confirm booking with clerk.</p> <p>6. Request for Salt/Grit bin replacement on Armscote Road Cllr Sherwood received a request to replace the open top grey salt bin on the corner of Armscote Road with a proper salt bin. She asked whether the Council should replace all such bins as they get waterlogged. It was agreed that Cllr Hawkins would survey the village to ascertain how many and where the grey bins are in the village.</p> <p>7. Future Projects: Cllr Sherwood outlined future projects for IPC including: Footpath nameplates, playground shelters, ivy cleared from the Horse Chestnut on the Lower Green, Dums Plantation tidy, possible parking bays near the shop, replace old grey salt bins. Cllr Hawkins suggested tidying the hedges around the playing fields. He said the hedges along Mickleton Rd would be attended to in the autumn. He also suggested reviewing to IPC's original list of proposed projects. Cllr Sherwood said she would be pursuing Tesco Bags of Help and the County Councillor Grant for the lane nameplates. Cllr Davies will be identifying which needed to be wall or post-mounted. Cllr Sherwood to send Cllr Davies a map of the lanes names. Cllr Peachy suggested a project of trimming hedges along Back Street. Cllr Sherwood said that she and Sarah Hobson were introducing the Clipper Club for similar project attended to by volunteers. The first meeting is to be held in the Howard on 16th August at 7.30pm. It was agreed that Cllr Sherwood would contact each of the councillors to create a timetable based on their respective projects.</p> <p>8. Middle Street Bollards (to reconsider in December 2017) Cllr Sherwood noted that the bollards had been replaced and asked if IPC wanted to</p>	<p>JS</p> <p>GO/SF</p> <p>JS</p> <p>JS/SF</p> <p>RH</p> <p>JS GD JS/GD</p> <p>JS/All</p>
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	consider downgrading Middle Street from a highway to a footpath to avoid future parking issues (the cost being up to £5,000). All agreed it was not worth the expenditure.	
8c	<p>Cllr Davies:</p> <p>1. Playing Field Toilets Cllr Davies reported that Mr. George Goode has agreed to clean both the female and male toilets (£6 per toilet) at the playing field every fortnight over the summer and once a month in the winter, both as necessary. Cllr Osborne expressed concern over monitoring. Resolved: Cllr Davies proposed to accept the arrangement as stated above. Cllr Osborne seconded with the caveat that invoices and receipts were submitted and that the arrangement was reviewed in six months. All agreed.</p> <p>2. Highways Issues: Cllr Davies reported road deterioration at the corner of Back Street and Mickleton Road going towards Stratford. Cllr Sherwood said that there was severe cracking along Compton Scorpion Road. Cllr Seccombe said she would inform Michael Rogers of WCC Highways.</p> <p>3. Paths from Grump St toward Frog Lane and Pig Lane: Cllr Davies suggested writing a letter of thanks to Mr Clasper for his efforts in clearing the paths. Cllr Hawkins suggested Mr Clasper might prefer a personal thanks. Cllr Hawkins will speak to Mr Clasper.</p>	<p>GD</p> <p>Cllr IS</p> <p>RH</p>
8d	<p>Cllr Hawkins</p> <p>1. Removal of Telegraph Pole at Playing Field: Cllr Hawkins reported that the pole was rotten and has been removed</p> <p>2. Elm Close Building: Concern was raised over landscaping works being carried out on Elm Close but it was agreed that it was within permitted development</p> <p>3. Asset Register: Cllr Hawkins requested that the shares in the Community Shop be added to the asset register. All agreed.</p>	SF
8e	<p>Cllr Osborne</p> <p>1. Playing Fields</p> <p>a. Report on usage issues Cllr Osborne reported that there had been confusion when Orbit Sports Day coincided with Ilmington School's Sports Day. To avoid such problems in the future, Mark Ashworth of the Playing Fields Committee will include the school on the Playing Fields Association Calendar. Cllr Hawkins will ask his wife Carol (an Ilmington School governor) to advise the school to fill in the calendar so that they can receive priority.</p> <p>b. Pavilion: Cllr Osborned explained requested electrical works which would be underwritten by donations from Bowls Club and Multi Sports Club. Resolved: Cllr Osborne proposed commissioning Cotswold Vale to undertake electrical works comprising the installation of cabling, external socket and a light in store. Cllr Sherwood seconded. All agreed. Cllr Osborne to liaise with the Clerk.</p> <p>c. Rubbish Collection from Playing Fields: Proceeding in order</p> <p>d. Disposal of Pavilion Inventory: Proceeding in order</p> <p>e. Cleaning of public toilet options: See Item 8c</p> <p>f. Sale of Refreshments from Pavilion: It was agreed that it was problematic and therefore not to go ahead at the moment. The Council would contemplate the possibility in the future. Cllrs Osborne and Hawkins to share the Council's decision at the next Pavilion Association meeting.</p> <p>g. Tennis Court light supply meeting regulations & payment from Tennis Club (£34+VAT) Covered in resolution in Item 8e.1.b</p> <p>h. Offering to put Pavilion booking form on IPC website: Pending</p> <p>2. Request for donation: Cllr Osborne receive a request from IPCC towards cost of maintaining Burial Ground either equal to or greater than last year's IPC donation. Resolved: Cllr Sherwood proposed a donation of £400. Cllr Davies seconded. All agreed. Cllr Hawkins reported that he had spoken to Helen Patrick of PCC explaining that IPC contributions must be on a firmer footing. She said PCC will putting the works out to tender so IPC will know where its contribution is going.</p> <p>3. Upper Green Laybys: See Item 8b2</p> <p>4. Financial</p>	<p>RH</p> <p>GO/SF</p> <p>GO/RH</p> <p>GO/SF</p>

	<p>a. Letter to Bill Buckley: Cllr Osborne circulated and proposed a letter of thanks to Mr Bill Buckley for work as Internal Auditor. All agreed. Cllr Osborne to send letter to Clerk for posting on behalf of IPC</p> <p>b. Western Power: Cllr Osborne suggested asking the Clerk to request Western Power to re-issue the un-presented cheque in payment of wayleave. All agreed.</p> <p>c. Advertising for interested parties for "Mowing" and "Bench refurbishment" Cllr Osborne pointed out that the benches still needed doing. He noted that as the mowing contract would be up for renewal this year perhaps IPC could advertise for expressions of interest from interested parties for both the bench works (inviting people to come forward with a proposal) and mowing tenders. It was agreed that advertisement for both would be placed next month in the Parish Magazine, 20:20 circular, Stratford Herald Parish Pump. Resolved: Cllr Sherwood proposed a budget of up to £50 pounds for advertising in the Parish Magazine. Cllr Osborne seconded. All agreed. Cllrs Osborne and Hawkins to create an ad and review the previous tender.</p>	<p>GO/SF</p> <p>GO/SF</p> <p>GO/RH</p>
8f	<p>Cllr Peachey</p> <p>1. Village Hall Committee: No recent meeting to report on. Next meeting is on 7th August</p> <p>2. Footpath access by wheelchairs and pushchairs: See Item 8b.7</p> <p>3. Neighbourhood Watch: Cllr Peachey reported she is look into setting up a Neighbourhood Watch scheme. She reported that she emailed the Shipston Safer Neighbourhood Team who replied that someone would get back to her but no one has. Cllr Peachey to email Cllr Seccombe who with forward her Neighbourhood Watch contact to Cllr Peachey. Cllr Sherwood reported that she placed weblinks for Shipston Safer Neighbourhood newsletters in the Parish Magazine and 20:20 email circular.</p>	<p>KP/ Cllr IS</p>
9	Correspondence: None noted	
10	Dates of Future Meetings – all meetings commence at 7.30 pm at the Community Café and Shop unless otherwise stated: 24 August 2017, 28 September 2017, 26 October 2017	