

# Ilmington Parish Council

## MINUTES FOR THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 24 AUGUST 2017

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

**In Attendance:** S Furniss, Clerk; Cllr M Brain, SDC and 2 members of the public

<b>1</b>	<b>Apologies</b> Cllr R Hawkins sent his apologies due to work commitments and these were accepted.	
<b>2</b>	<b>Declaration of Disclosure Pecuniary Interest.</b> None declared	
<b>3</b>	<b>Warwickshire County Council / Stratford District Council update</b> Cllr Seccombe and Cllr Brain sent apologies and, therefore, this item was not covered.	
<b>4</b>	<b>To Confirm Minutes</b> The minutes of 28 July 2017 were <b>approved</b> as a true record.	
<b>5</b>	<b>Public Forum:</b> The applicant in respect of planning application <b>17/02136/FUL</b> explained the reasoning behind a second application in respect of a smaller extension than that previously granted and supported by the Parish Council. The new plans incorporate as many of the street scene improvement aspects as the previous application. A number of queries were raised and clarified.	
<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</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>17/01678/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.</li> <li>• <b>17/01682/Vary:</b> To add an attached storage building at Middle Brook House, CV36 4JQ. Comments due by 25 July 2017</li> </ul> <p><b>APPLICATIONS</b></p> <ul style="list-style-type: none"> <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> It was <b>resolved</b> that support will be given on the basis that there is an improvement to the street scene. <span style="float: right;">SF</span></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> It was <b>resolved</b> that no representation would be made. <span style="float: right;">SF</span></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> It was <b>resolved</b> that an objection would be made on the basis that the condition was appropriate and should be maintained. <span style="float: right;">SF</span></li> </ul>	

Signed as a true record.....Cllr J Sherwood 28 September 2017

	<ul style="list-style-type: none"> <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>Comments due by: 4 September 2017.</b> It was <b>resolved</b> that no representation be made.</li> <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. An amendment/additional information has been received for the application shown above as follows: Photographs provided to show: 1. Padmount with approximate dimensions added 2. Example of fencing appearance <b>This letter is for information only.</b>  Cllr Sherwood reported that she and Cllr Davies met with with an SDC Wayleave officer which established that there is a requirement for 4mx4m plot on which to site the substation. There is potential for three alternative sites which the Wayleave Officer will investigate with Western Power.</li> </ul>	<p>SF</p> <p>JS</p>																																																								
7	<p><b>Finance</b></p> <p>a) To receive and consider the finance report. It was <b>resolved</b> that a budget review will be undertaken at the first meeting possible after quarter 2. Queries were raised regarding spend against General Administration (possible that laptop was paid from this budget), Mowing (it may be that invoices wrongly attributed between the two mowing budgets and/or that payments from last year have been set against this year's budget) and Neighbourhood Plan (the budget needs to be increased by the amount of grant received). The Clerk will respond to queries at the September meeting.</p> <p>b) To consider a budget of £150 for each of Councillor and Clerk training. This would lead to a balance contingency budget of £293. It was <b>resolved</b> that this proposal is agreed.</p> <p>c) To note income. The income was noted and it was confirmed that the donors will be informed of the use to which it is put in due course.</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>Ilmington Community Shop</td> <td>Treasure Hunt Donation</td> <td>£74.50</td> </tr> </tbody> </table> <p><b>d) 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>101590</td> <td>S Furniss</td> <td>Salary (confirmation of July amount)</td> <td>£313.25</td> <td>Y</td> </tr> <tr> <td>101591</td> <td>HMRC</td> <td>PAYE (confirmation of July amount)</td> <td>78.40</td> <td>Y</td> </tr> <tr> <td>101592</td> <td>S Furniss</td> <td>Office Expenses (confirmation of July a/m)</td> <td>28.10</td> <td>Y</td> </tr> <tr> <td>101593</td> <td>APS</td> <td>Neighbourhood P Consultancy</td> <td>648.00</td> <td>Y</td> </tr> <tr> <td>101594</td> <td>RS Hawkins</td> <td>Mowing</td> <td>350.00</td> <td>Y</td> </tr> <tr> <td>101595</td> <td>S Furniss</td> <td>Office Expenses</td> <td>17.70</td> <td>Y</td> </tr> <tr> <td>101596</td> <td>S Furniss</td> <td>Salary (confirmation of August amount)</td> <td>£313.45</td> <td>Y</td> </tr> <tr> <td>101597</td> <td>HMRC</td> <td>PAYE (confirmation of August amount)</td> <td>78.20</td> <td>Y</td> </tr> <tr> <td>101598</td> <td>J Sherwood</td> <td>NDP Stationary supplies</td> <td>£62.98</td> <td>Y</td> </tr> </tbody> </table>	<b>Income From</b>	<b>In Respect of</b>	<b>Amount</b>	Ilmington Community Shop	Treasure Hunt Donation	£74.50	Chq No	Payee	In respect of	Amount	Budget	101590	S Furniss	Salary (confirmation of July amount)	£313.25	Y	101591	HMRC	PAYE (confirmation of July amount)	78.40	Y	101592	S Furniss	Office Expenses (confirmation of July a/m)	28.10	Y	101593	APS	Neighbourhood P Consultancy	648.00	Y	101594	RS Hawkins	Mowing	350.00	Y	101595	S Furniss	Office Expenses	17.70	Y	101596	S Furniss	Salary (confirmation of August amount)	£313.45	Y	101597	HMRC	PAYE (confirmation of August amount)	78.20	Y	101598	J Sherwood	NDP Stationary supplies	£62.98	Y	<p>SF</p>
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8a	<p><b>Sarah Furniss</b></p> <ol style="list-style-type: none"> <li>1. <b>Pension Regulator Compliance:</b> Investigation showed IPC were due to be compliant by spring 2016. All requirements now complete.</li> <li>2. <b>Playground Safety Inspection:</b> Will be undertaken in September.</li> <li>3. <b>Path to Newbold:</b> Pending</li> </ol>																																																									

	<p>4. <b>Bowls Club donation and mower order:</b> Complete and included on Asset Register</p> <p>5. <b>Retention of audit/finance documents:</b> Have now been culled and documents to be retained passed to Cllr Sherwood;</p> <p>6. <b>Stratford District Council Mowing:</b> Agreed that this can be removed from future agendas.</p> <p>7. <b>Flood Prevention Middle Brook at Middle Street:</b> No update</p> <p>8. <b>Audit Submission:</b> Audit submitted to Grant Thornton and we now await response;</p> <p>9. <b>Finance Regulations:</b> To consider, debate and make a resolution in respect of the FR's as circulated. It was <b>resolved</b> that the updated regulations be adopted based on the levels of expenditure approval requirements as per the current FRs.</p> <p>10. <b>Risk Register:</b> Cllr Osborne highlighted that IPC have insured for a lengthy period with their current providers, which presents a risk of not getting best value. This will be included in register and be an agenda item for January 2018. This led to discussion regarding arrangements for insurance of equipment, such as the Bowls Club mower and it was agreed that Cllr Osborne will liaise with Bowls and Tennis Club regarding future insurance arrangements.</p> <p>11. <b>Asset Register:</b> Pending</p> <p>12. <b>Pavilion and Tennis Court Electrical Work:</b> Order of works submitted and work complete.</p> <p>13. <b>Western Power:</b> Request for replacement cheque sent. Cllr Sherwood requested that this be considered at the end of the meeting as a confidential matter and this was agreed.</p> <p>14. <b>Letter of Thanks to Bill Buckley:</b> Sent</p>	<p>SF</p> <p>SF</p> <p>GO</p>
	<p><b>Cllr Sherwood</b></p> <p>1. <b>Western Power Substation:</b> Discussed under planning.</p> <p>2. <b>New noticeboard on Lower Green and removal of Phone Kiosk:</b> The phone kiosk was scheduled to be removed at the end of July and Cllr Sherwood will progress chase</p> <p>3. <b>Upper Green Parking:</b> Pending</p> <p>4. <b>Title Deed Storage:</b> Arrangements are in place to collect the deeds from HSBC Bank.</p> <p>5. <b>Neighbourhood Plan Steering Group update:</b> Representatives will be in attendance at Village Show alongside Council. Additional possible development sites have been proposed and further consultations will be held on 10 and 14 September. A letter has been sent to Severn Trent re ongoing problem and an e-mail response has been received. SF to forward the e-mail to Cllr Osborne.</p> <p>6. <b>NP/IPC Stall at Village Show:</b> Agreement was reached regarding manning the stall and Cllr Sherwood briefed the meeting on a 'Name the Lane' competition and display posters.</p> <p>7. <b>Possible Future Projects, including:</b></p> <ul style="list-style-type: none"> <li>o Footpath Nameplates it was <b>resolved</b> that a sum of £200 (including Treasure Hunt Donation) will be contributed by the Parish Council with grant funding being sought for the balance of approximately £800; Playground Shelters, Ivy Clearing from Chestnut on Lower Green. It was <b>resolved</b> that the bench be removed temporarily to allow for the removed of ivy (Cllr Davies to remove Ivy, Cllr Osborne to seek quotes for removal of bench, its repair/maintenance and replacement) Dums Plantation Tidy. The tree felling/removal will be undertaken by Cllrs Davies and Hawkins with a request to the Clipper Club to help undertake ground clearing. Tidy of Playing Fields hedges</li> </ul> <p>8. <b>Sabbatical from end of September:</b> Cllr Sherwood reported that she will take a full sabbatical from 30 September to 31 December but will continue with her Neighbourhood Plan role.</p> <p>9. (Middle Street Bollards - to reconsider in December 2017)</p>	<p>JS</p> <p>SF/JS</p> <p>SF</p> <p>GD/GO</p> <p>GD/RH</p>
8c	<p><b>Cllr Davies</b></p> <p>1. Clearing of pathway between Back Street and Mickleton Road.</p> <p>2. Playing Field Toilets</p> <p>3. Highways Issues – clearing of various drains (Cllr I Seccombe following up)</p>	
8d	<p><b>Cllr Hawkins</b> Not covered in Cllr Hawkins' absence.</p>	

	<ol style="list-style-type: none"> <li>1. Survey of Salt Bins</li> <li>2. Tidying of Hedges at Playing Fields</li> <li>3. Tidying of Hedges on Mickleton Road</li> <li>4. Paths from Grump Street towards Frog Lane and Pig Lane</li> </ol>	
8e	<p><b>Cllr Osborne</b></p> <ol style="list-style-type: none"> <li>1. <b>Playing Fields</b> <ol style="list-style-type: none"> <li>a. Rubbish Collection from Playing Fields: no update</li> <li>b. Disposal of Pavilion Inventory. Resolved</li> <li>c. Cleaning of public toilet options. Resolved</li> <li>d. Sale of Refreshments from Pavilion: Resolved</li> <li>e. Tennis Court light supply meeting regulations &amp; payment from Tennis Club (£34+VAT). Work complete.</li> <li>f. Offering to put Pavilion booking form on IPC website pending</li> </ol> </li> <li>2. <b>Tender for Mowing and Bench Refurbishment:</b> There was speculation that the current providers may not see the adverts placed in the Parish Magazine, Notice Boards and Stratford Herald Parish Pump and Cllr Osborne confirmed that they will be informed. The potential for having uncut, flowering areas will be included on the September agenda.</li> <li>3. <b>Additional items:</b> MUGA has thistles growing from tarmac and Cllr Osborne has drafted letter to the installation company as the surface is subject to a guarantee.</li> </ol>	<p>GO SF GO/SF</p>
8f	<p><b>Cllr Peachey</b></p> <ol style="list-style-type: none"> <li>1. <b>Village Hall Committee Meeting:</b> The committee are considering raising booking fees. Various indoor and outdoor maintenance projects will be progressed. Proceeds of fundraising events will go towards replacement of 100 chairs and the Parish Council are asked to consider making a donation and this will be included on September Agenda. At the meeting, questions were raised as to whether the position of a Parish Council representative/Trustee is at risk due to regular meetings not being held at the hall. It was pointed out that the Annual and Parish Meetings together with NP Consultation events are held at the Village Hall.</li> <li>2. <b>Overgrown hedge Elm Close:</b> This is overhanging the road. It was <b>resolved</b> that Cllr Davies will discuss how this can be rectified with the householder.</li> <li>3. <b>Footpath access by wheelchairs and pushchairs:</b> The hedge alongside Mabel's Farm has now been cut back but it remains inaccessible due to verge is overgrowth. Cllr Sherwood confirmed that the Clipper Club will review this.</li> </ol>	<p>SF GD JS</p>
9	<p><b>Correspondence (other than covered elsewhere in agenda)</b></p> <p><b>Received:</b> E-mail from parishioner regarding potential flood risk caused by improved drainage above Ravenonscroft. It was <b>resolved</b> that it would not be appropriate for the Parish Council to raise this as an issue with the Environment Agency, due to it being a single householder issue and the Clerk will convey this to the enquirer and provide the contact details of the Environment Agency.</p>	<p>SF</p>
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>28 September 2017 26 October 2017 30 November 2017</p>	