

Ilmington Parish Council

DRAFT Minutes of the Annual Parish Council and Ordinary Meeting of the Parish Council held in the Village Hall on Thursday 21st May 2015

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

Also present: District Cllr M. Brain, Gill Bailey (Clerk) and 1 member of the public

1. ELECTION OF CHAIR AND VICE CHAIR

Cllr Davies nominated Cllr Jan Sherwood as Chair, this was seconded and the motion carried unanimously. Cllr Hawkins nominated Cllr Davies as Vice-Chair, this was seconded and the motion carried unanimously. Declarations of Office to be signed.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from County Cllr Izzy Seccombe.

3. DECLARATION OF INTERESTS

No Declarations of interest were received.

4. PUBLIC PARTICIPATION SESSION

Members of the public were invited to speak but none wished to do so.

5. MINUTES

The minutes of the meeting held on 30th April 2015 were confirmed as a true record and signed by the Chairman.

6. COUNCIL REPORTS

• **Playing Field**

Cllr Hawkins reported that it would cost £15.00 per cut for up to 20 cuts, at a cost of £300.00 per season for mowing the Play Area. Cllr Osborne said that it was not appropriate to go out to full tender for additional mowing at the present time in view of the relatively small cost of the works. It was agreed that it would be more appropriate to request Cllr Hawkins to undertake the work. In future, when IPC retenders for the major mowing contracts, it can be included in a list of general works/ maintenance jobs in and around the village. It was also agreed to advertise for a list of suppliers at an hourly rate of £8.00 and for anyone who was interested to contact the Clerk.

• **Neighbourhood Development Plan**

Cllr Sherwood reported that Cllr Davies, Mike Lane, Joyce Bridges & herself had met with Matthew Neal, SDC to discuss whether it was appropriate for IPC to consider a NDP. A NDP carries greater weight in planning terms, has more status and credibility and is a legal document. The IPC would have to lead the project, but also involve the community. It was agreed that a planning meeting would be organised to discuss whether IPC should commence initial steps to develop a plan. The Clerk was requested to place this item on the Agenda for next month. Cllr Brain said that central Government had assured local authorities that a NDP would carry significant weight in planning terms and that a NDP could run alongside the emerging Core Strategy. He said that Paragraph 14 of the NPPF regarding sustainability meant that there was a presumption in favour of planning departments granting permission for developments. He advised IPC to commence the process.

• **Co-Option**

Cllr Sherwood reported that there was a need to co-opt a further member for IPC and she had posted notices around the village, in 20:20 and the parish magazine requesting interested parties to contact the Clerk prior to 13th July, with interviews prior to 30th July. Cllr Sherwood said that Nigel Dunn, a Cllr at Tredington had expressed an interest.

• **Re-Surfacing the Playing Field Car Park**

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Cllr Sherwood reported that IPC had not been successful with the Cotswolds Sustainability Grant. Consideration could be given to raising the precept for one year to cover the costs and trying to obtain alternative grant funding or fundraising.

- **Dogs in Playing Field**

Cllr Sherwood reported that she had received a letter from a Parishioner about an incident where two dogs were off the lead in the Playground area of the Playing Field had frightened two young children. It was felt that it was not possible to enforce restraints on dog owners, however to address the issue, it was agreed that a notice be placed on the small gate of the Playing Field to request dogs to be on leads in the Playground area.

- **Ilmington Show**

Cllr Sherwood asked if members of IPC would like to take a stand at the Show at a cost of £15.00 (as they did last year). It was agreed that the Clerk contact the organisers to request a free stand, as the Show would be held on PC owned land.

Cllr Wilkins said that he felt that the Show should contribute towards the upkeep of the Playing Field and Cllr Hawkins responded by saying that you could apply for funds out of the profit that the Show makes. Profits from the Show currently went to the Playing Field Committee and were then distributed. Cllr Osborne said that as it appeared that only a proportion of the membership of the Sports Clubs lived in the village, with the remainder coming from outside the Village, they should also make some contribution towards the costs of the sports facilities. It was agreed that a meeting should be held to look at all of the issues connected with the sports facilities and playing field as a whole.

- **Official Opening of Wilkins Way**

Cllr Sherwood reported that she and Cllr Davies had attended the official opening.

- **Official Opening of the Shop**

- It was agreed to send a letter from IPC wishing the Shop Committee good luck and congratulations.
- Cllr Sherwood thanked Cllr Brain for his input into whether a further Archaeological Survey was necessary for the Shop.

- **Allocation of Grace's Appeal Fund**

- Cllr Sherwood reported that she had organised a meeting with Mr and Mrs Wright to discuss the allocation of the Grace's fund and ideas on skateboard parks. Cllrs Davies, Hawkins and Sherwood to attend.
- Cllr Osborne suggested that if any structures in the Village were to be erected, ongoing maintenance costs of the structures should also be considered.

- **Renewal of CPRE Subscription**

It was agreed not to renew the subscription.

- **Activity List**

Cllr Sherwood handed out a Works Timetable outlining projects to be completed by the Council, associated costs and project owners. She invited Cllrs to add their suggestions on any projects for the forthcoming year. Cllr Hawkins said that when suggestions are put forward for IPC to consider, actions need to be either agreed or not agreed. Cllr Sherwood said that IPC should be accountable to the community and the Works Timetable would enable the IPC to deliver that. It was also unanimously agreed that Cllr Hawkins helped to maintain the Village and his contribution to the community was invaluable and benefited Ilmington enormously. Cllr Osborne said that he had received only positive feedback and the work that Cllr Hawkins carried out was highly appreciated.

7. ELECTION OF OFFICERS

It was unanimously agreed that the following Cllrs would remain as IPC representatives on the following Working Parties:

- Cllr Davies Planning, Environment (Rights of Way)/Highways
- Cllr Hawkins Sports and Social Club, Playing Field, Mowing, Environment/Highways

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- Cllr Wilkins Environment (Rights of Way)/Highways, Village Hall Committee
- Cllr Osborne Finance
- Cllr Sherwood Communications

It was also agreed that all Cllrs would contribute to the Planning and Finance Working Parties.

8. The following correspondence was noted as received.

- i. WALC – Renewal of Subscription Letter
 - ii. Letter - HMRC re: PAYE
 - iii. Letter - DCLG re: VE 70th Day Anniversary
 - iv. Email – Playquest Introduction : Play Equipment
 - v. Email – HMRC Successful receipt of Submission of Tax & NI
 - vi. Letter – Post Office re : Public Consultation – Service Relocation
 - vii. Letter – Cotswolds Conservation Board re : Unsuccessful Award for Grant
 - viii. Letter to – Steve Bromley, Planner – Clifford Orchard
 - ix. Letter to – Paul Bryan (Benches)
 - x. Email – Allotments Forum re : Allotments
 - xi. Email – Good Councillors’ Guide re : Addendum to 4th Edition
 - xii. Email – Amanda WP – Shipston Community Forum
 - xiii. Email – Mike Brain re : Community Shop inquiry
 - xiv. Letter to & from Parishioner re : Dog fouling
 - xv. Letter from A.On – Parish Council Insurance
 - xvi. Various Emails – to and from The Big Lottery Fund re: Re-surfacing Playing Field
- Correspondence for information only (previously circulated to Members)

9. PLANNING

- Members of IPC agreed for a letter to be sent to SDC Enforcement regarding the new access and road that has been constructed at Caley Fields Farm. Cllr Sherwood also said that a Parishioner had mentioned his concern regarding a parcel of land which may be developed behind his house on Foxcote Hill. It was agreed that IPC could not comment until they received a planning application and if they were to object, material planning reasons would be considered.
- Cllr Sherwood asked members of IPC whether the Red Lion should be registered as a Community Asset and it was agreed that this was desirable and that Clerk look into the procedure.
- Cllr Davies reported that the owner of Clifford Orchard had altered the wall in line with the planning conditions that had been placed on the planning permission and it was now acceptable.

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 for ‘Removal	Clifford Orchard, Frog Lane, Ilmington	Mr M Blackman	IPC submitted comments to SDC

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	of existing tin shed and timber shed. Construction of 2 no. dwellings with associated works)			
15/00881/TREE	T1: Ash: fell – T2: Beech: fell	Foxglove, Hurdlers Lane, Ilmington	Mrs M Sleep	Pending - No representation
15/00538/TREE	T1: Yew: 30% crown reduction & thinning	Church Cottage, Valenders Lane, Ilmington	Mrs S Mayben	Pending - No representation
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 – IPC Commented
15/00979/FUL	Installation of external wall insulation to all external elevations of the dwelling	9 Washbrook Place, Ilmington	Mr J Baker - Orbit	Pending - No representation
15/00977/FUL	Installation of external wall insulation to all external elevations of the dwelling	2 Washbrook Place, Ilmington	Mr J Baker - Orbit	Pending - No representation
15/01545/TREE	T1 : Yew : Fell, T2 : Leylandii : Fell, T3 : Leylandii : Fell, T4 : Lawson : Fell,	Cotswold House, Campden Hill	Mrs S Plant	IPC agreed to No representation

- The following planning up-dates were noted:

Application no.	Proposal	Address	Up-date
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	Granted
15/00724/LBC	Proposed erection of single storey sun room on the South elevation. Erection of double garage along existing single garage.	The Bevingtons, Valenders Lane, Ilmington	Granted
15/00950/TREE	T1: Walnut: remove and replace with appropriate native species (rowan, field maple, apple or pear)	Clifford Orchard, Frog Lane, Ilmington	Granted with conditions

10. REPORTS FROM COUNTY COUNCILLOR & DISTRICT COUNCILLOR

Cllr Brain reported :

- He had been elected as the new District Councillor for Ilmington and he would try and serve the community well. Chris Saint had been re-elected to serve a different Ward due to the Boundary Review.
- There was a drive to save money at both District and County Councils, however both Authorities would do their best for Warwickshire and they were not keen to join forces with other local authorities at the present time.
- The Community Forum would be held on 9th June. There would be a SNT Report as well as a presentation on dementia.
- The Planning Inspector had submitted both positive and negative comments in respect of the Core Strategy and that it was still work in progress.
- Cllr Brain said that he felt there was a declining interest in becoming a Parish Councillor. Cllr Davies said that although a PC made some valid points, they were sometimes ignored by Planners at SDC, particularly in relation to applications regarding trees where the IPC did not have the opportunity to respond to SDC's justifications for their decisions. IPC had received an email from an Officer at SDC explaining why a tree had to be felled which was open to question. Cllr Sherwood suggested that Cllrs consider whether any trees in the Village warranted a TPO and this could be discussed at the next meeting.

11. ILMINGTON PC INSURANCE COVER

Cllr Sherwood reported that insurance cover should be looked at and amended where necessary, together with the Asset Register which may not be up to date. Cllr Osborne suggested that IPC should establish what assets

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were in IPC's ownership and agree an asset budget and the insurance cost for placing an item on the Asset Register. Cllr Osborne said that IPC could take a view on the replacement cost of items on the Asset Register in a similar way to industry. Cllr Sherwood confirmed that insurance companies had quoted to provide insurance cover, however, there were exclusions to one of the policies and that should be looked at in further detail. It was agreed that both Cllrs Osborne and Davies look at the existing and required insurance cover and the Asset Register. Cllr Osborne requested the Clerk to enquire from WALC whether there was a minimum of insurance cover for PC's.

12. FINANCE

- a. **RESOLVED** to approve the payments set out in Annex A.

13. COUNCILLORS REPORTS OR ITEMS FOR FUTURE MEETINGS

It was agreed that the Clerk contact Thomas Fox Landscape & Maintenance to ascertain a mowing schedule with them and request a second mow.

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

Ordinary Meeting of Ilmington Parish Council on Thursday, 25th June 2015 commencing at 7.30 pm at the Village Hall, Ilmington.

Meeting closed at 9.35 pm

ANNEX A

The following payments were approved:

i.	Aggregate Industries UK Ltd – Sand for Play Area	£4,430.74
ii.	Clerk's salary & expenses to 20 th May 2015	£ 320.79
iii.	HMRC – Tax & NI Clerk, April	£ 68.80
iv.	Thomas Fox Landscaping & Maint – Grass Mowing	£ 432.00

Signed _____ Chairman

Date _____