

Ilmington Parish Council

DRAFT Minutes of an Ordinary Meeting of the Parish Council held in the Village Hall on Thursday 21st January 2016

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

Also present: District Cllr M. Brain, Gill Bailey Clerk and 16 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

Apologies were received and accepted from County Cllr I. Seccombe.

2. DECLARATION OF INTERESTS

No Declaration of Interests were received.

3. PUBLIC PARTICIPATION SESSION

- Mr Kaz Spiewakowski (Holly Cottage, Grump Street) expressed his concerns regarding Planning Application: 16/00006/FUL and said that not all of the neighbours in Grump Street had received their Neighbour Notifications from SDC. He said that he felt that if more time was given, more residents would be able to make their representations to IPC. Mrs Elizabeth Hodgkin also expressed her concerns as she had not received any Notification.
- The Chair asked Cllrs if they had received enough information to formulate a decision or whether the matter should be deferred to a future meeting.

4. MINUTES

The minutes of the meeting held on 26th November 2015 were confirmed as a true record and signed by the Chair. The minutes were then unanimously approved by those Councillors present.

5. COUNCIL REPORTS

Clerk to report on Councillor vacancy

The Clerk reported that she had not received any applications to date. She advised that members of IPC should start considering applicants for co-option. Cllr Sherwood confirmed that she would advertise in 20:20, the IPC web site and Notice Boards.

CLLR SHERWOOD

Listing of Community Assets (ACV): Howard Arms, Village Hall & Playing Field (Fields in Trust)

1. The Chair asked Cllrs how they felt about listing the above as Community Assets. Cllr Osborne said that he would support listing both the Howard Arms and the Village Hall as Community Assets. He went on to say that the Playing Field could either be listed as a Community Asset or it could be registered with Fields in Trust, so that it is protected in perpetuity though that option would bind future Parish Councils.
2. Cllr Sherwood said that registering it with Fields in Trust the area would be protected from future development. With ACV, the area would be protected for only six months, giving the community time to decide whether they would like to buy the land. With Fields in Trust, IPC would still own and manage the area, hold the Deeds etc., but Fields in Trust would have to approve any major changes.
3. Cllr Chambers said that the Playing Field could be designated as a protected area in the NDP.
4. Following a discussion, it was agreed that residents could be asked their views at the Parish Assembly and that IPC could conduct a consultation a month before the Assembly and this should be advertised in parish magazines, 20:20, the IPC web site and Notice Boards.
5. Mr Fred Edmonds requested that all of the Sports and Social Club Committees are advised.
6. It was RESOLVED that the Howard Arms and the Village Hall be registered as Community Assets. Cllr Osborne agreed to process the applications. It was RESOLVED to consult the community in respect of the status of the Playing Field. This motion was proposed by Cllr Sherwood, seconded by Cllr Davies, there was one abstention and was carried by the majority.

Lower Green Phone Box, alternative suggestions & Mobile Phone Coverage in the Village

1. Cllr Sherwood reported that the Consultation was well advertised. 96 Parishioners had responded, which equates to 13% of the residents in the Village, many of whom commented. 87% did not respond. The purpose of the consultation was to listen to Parishioners views.

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2. 61 (64%) Parishioners voted to remove the Phone Box and 35 (36%) voted to keep the Box, some of whom felt it should be retained for emergency calls.
3. Cllr Sherwood reported that one alternative if the Box was removed could be that a dedicated emergency service is selected, which would be small and inconspicuous. The cost would be £450.00 plus delivery and the cost of the phone line.
4. Cllr Davies proposed that the decision is deferred for 12 months so that the usage of the Box could be monitored and then make a decision about whether an emergency service is appropriate. He went on to say that if any Parishioner had an emergency, the first thing they would do is go to a neighbouring property and therefore, the use of the Phone Box for emergencies would be limited.
5. Cllr Osborne said that the Chair had put in a lot of time and work inviting comments from Parishioners. He said a significant number of residents who had commented, would like to retain the Box for emergency use and he considered that their concerns should be noted and taken into account. He said that in his view the emergency service would be better located where it was less visually intrusive and preferably adjacent to a building which was utilised frequently. However, he did not consider that the Council should contemplate incurring costs when BT were currently providing a service free of charge. It was RESOLVED that the decision be deferred for 12 months and then reviewed. This motion was proposed by Cllr Sherwood, seconded by Cllr Davies and was carried by unanimously.
6. Cllr Sherwood reported that all mobile operators offer WiFi based booster solutions. One provider offers an outdoor WiFi based signal booster but only for their own users. The remainder of the providers could only offer to boost the signal inside buildings for up to approximately 15 users at a time. The mobile phones would have to have the ability to use WiFi and would have to download their provider's specific app to gain access.

Neighbourhood Development Plan Consultation

1. Cllr Sherwood reported that when the Ilmington Parish Plan (PP) was produced there was no initial consultation with the community and it went ahead because of the determination of those involved.
2. 34 Villagers responded to the consultation (5% of the village), 33 wished to see a NDP produced, 2 wished to update the PP as well. Half of the respondents expressed a desire to help with the organisation and half of those agreed that they would be happy to be on the Steering Committee.
3. Cllr Chambers said that those who attended the Coffee Morning seemed to be enthusiastic. He said that IPC need to make a decision to take it to the next stage, which is to register the boundary of the Village with SDC. He said that grant funding was available at the present time.
4. Cllr Osborne agreed that he was in favour of producing a framework document that IPC and SDC can refer to which would have real merit in planning terms. He said that grant funding should be applied for as it was not fair to rely solely on the expertise that was available in the Village.
7. Cllr Hawkins felt that 95% of Parishioners, including himself did not understand the process and that it had taken two years to produce the PP. He said that if Parishioners were more able and knowledgeable and willing to produce a NDP, he would support it.
8. It was RESOLVED that Cllrs contact those who had expressed an interest in helping and / or forming part of the Steering Committee to ensure that the level of involvement and commitment was enough to see the project through. At the same time, the Clerk would pursue avenues of grant funding. It was also agreed to register the Village Boundary with SDC. This motion was proposed by Cllr Sherwood, seconded by Cllr Davies and carried unanimously.
5. Cllr Sherwood went on to report that she had spoken to the Regional Manager at Orbit regarding the sale of two of their houses in Bennett Place. She said that due to Government legislation, all properties had to be brought up to Band C energy standards by 2030 and that Orbit said that was too costly to bring these houses to comply with this legislation.
6. Cllr Sherwood felt this could have an impact on affordable housing in the Village. She asked whether a Housing Survey should be conducted now or during the NDP process. Cllr Chambers said a housing survey was likely to be undertaken as part of the NDP process as part of building the evidence base which will underpin the plan. He explained that it depended on what the NDP contained e.g. it may be a short, focussed document protecting special areas of open land but not actually allocating new land for housing, in which case there would be no need for a housing survey).

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Upper Green condition / parking area by Community Shop

1. Cllr Sherwood reported that the condition of the above area was poor and will get progressively worse, especially when the Café opens and the increasing frequency of the wet weather. She went on to say that IPC need to consider a long term solution, which would take into account large delivery vehicles and cars passing each other in front of the Shop.
2. Cllr Hawkins said that there were measures that IPC should consider undertaking by utilising volunteer labour and equipment from within the village to strengthen the verge. Cllr Osborne suggested constructing a hard standing area, say 30metres by 3metres wide, which could accommodate parking of up to 10 cars. He had looked into costs, and the materials alone would be in the region of £3-3,500.
3. Cllr Chambers pointed out that if the Upper Green was registered as a village green this may have an implication on the works IPC could do because village greens have protected status. It is also possible that planning permission from SDC would be required to carry out the works and that the consent of the highway authority may be needed if works are done to the adopted highway. Cllr Sherwood said that as the highway was deteriorating, Highways should support the project.
4. Joyce Bridges said that all of the shop deliveries will, in due course, be made at the back of the premises.
5. A Parishioner also asked if IPC could look at the amount of water emanating from around the War Memorial.
6. Cllr Osborne agreed to produce a feasibility study and specification and this could be discussed at a planning meeting. Cllr Brain said that in his experience grass matting, together with posts, does work.
7. Cllr Sherwood requested the Clerk to contact Jeff Morris at Highways and request a site meeting and possibly include Cllr Seccombe and SDC representatives.

Tempo Events December Race Results and Billing

1. Cllr Sherwood reported that there were 330 participants in the October race, 333 in the November race and 376 in the December race. She reminded the Council that half of Tempo's payments were to be given to the Sports and Social Club. Cllr Osborne agreed to request a meeting with representatives from the Sports and Social Club to discuss this further.

CLLR CHAMBERS

Update: Highways Issues and Traffic Calming in the Village

1. Cllr Chambers reported that he and Cllr Sherwood had met with Jo Edwards and County Cllr Izzi Seccombe, WCC, regarding the removal of the 30 mph sign on Armscote Road to further along the road. WCC said that they would not support this proposal. However, a village sign could be installed which is more of a gateway to the village saying something like 'Ilmington Welcomes Careful Drivers' together with planters. This will make it clearer to drivers that they are entering a village and should slow down. This could be combined with 'dragon's teeth' markers, 30mph signs painted on the highway, and additional 30mph repeater signs. The cost would be about £6,000 for the totality of the works and £300 just for the repeater signs.
2. Cllr Brain advised that each Cllr had £5,000 funding available for projects of that figure or more which could go towards the cost of these works if it was necessary. He said that in his experience, that even if the work is carried out, this may not reduce speeding. Cllr Sherwood said IPC had already applied for this grant for repairing the Playing Field Car Park.
3. Cllr Brain also advised that the Planning Officer at SDC was going to recommend refusal for Planning Application: 14/01089/FUL for the erection of 11 dwellings on Land Off, Armscote Road. He went on to say that the conditions laid down by the Environmental Agency had not been met by the Applicants.

Footpath near to Southfield Farm

1. Cllr Hawkins reported that the issue with the footpath had been resolved.

Supporting mitigation of the effects of major housing development

1. Cllr Chambers reported that IPC had been asked to indicate whether they support the principle of the reinstatement of the Stratford to Honeybourne Railway line. He said that it would be a 6 mile long stretch of track which would make it easier to travel in and out of Stratford from the London to Worcester route and there may be a stop at Long Marston. This might alleviate potential increased traffic going through

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Ilmington due to the planned development of thousands of new dwellings at Long Marston Airfield because people could access places of employment via train.

2. Cllr Brain advised that some felt that reinstating the track would intrude on some Long Marston dwellings. The re-instatement costs would be in the region of £65-70m. There may also be a proposal to build a relief road or by-pass with the development gain from building the new Long Marston houses.
3. It was RESOLVED that IPC would express their support and Cllr Chambers agreed to contact the Organisation.

CLLR OSBORNE

Update: Handrail on Path to Community Shop above Grump Street

1. Cllr Osborne reported that the Community Shop Committee had received quotes and was in discussion with a contractor. He said that he understood that the works were due to commence on site at the end of the month.

To review the need for additional dog bins

1. Cllr Sherwood reported that IPC would undertake a review of the locations of the dog bins, together with a survey of their usage. Cllrs Sherwood and Davies agreed to undertake the review.

CLLR DAVIES

Update: Handyman and small jobs in the Village

1. Cllr Davies reported that he and Cllr Hawkins had put a bench up and the Handyman had a list of benches which needed to be repaired. The Handyman had agreed to repair one bench at a time in a dry location.

CLLR HAWKINS

Update: Signage to the Village Hall, Community Shop, Playing Field & Church

1. Cllr Hawkins reported that he would produce diagrams and a specification about the position and location of the proposed signs and requested Cllrs to advise him of what the text should say. Cllr Davies requested that some of the signs could be incorporated - on existing signposts.

CORRESPONDENCE

The following correspondence was noted as received.

1. Correspondence

- i. Email Cllr Seccombe (WCC) re: Public Phone Box Removal Consultation, incl response
- ii. Email: Tempo Events (Winter Series) incl response
- iii. Email: VH Committee re: IPC Representative
- iv. Email: Shipston SNT – Weekly Update and Prompt X 3, incl Scam Mail Shot
- v. Letter: HMRC re: outstanding balance incl confirmation of payment
- vi. Email: VH Committee re: proposed dates for 2016 IPC meetings
- vii. Email: WRCC – Community Led Housing Event
- viii. Email: Parishioner re: Telephone Box Consultation
- ix. Email: Parishioner re: Planning Protocols
- x. Email: re: Ilmington Public Phone Box Removal Consultation – WCC
- xi. Email: Parishioner re: Removal of Post Office Box to alternative location
- xii. Email: WCC re: New Gates on Footpath SS141
- xiii. Email: Parishioner re: Telephone Box Removal
- xiv. Letter : HSBC – Financial Services Compensation Scheme
- xv. LCR Magazine & Cotswold Conservation Board Annual Review & Cotswold Lion
- xvi. Letter: HSBC : Closure of Southam Branch
- xvii. Letter: SDC re: Unsuccessful bid for Digital Inclusion Fund
- xviii. Emails: Grant Thornton re: Internal Audit Fee
- xix. Letter: Community Shop re: Agreement re: Maintenance of Handrail
- xx. Email: Tesco Local Community Scheme (Grant Application – S/Board Park)
- xxi. Email: Successful Receipt of Online submission to HMRC

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- xxii. Email: Request to camp in Playing Field – 23/04/16 & 24/01/16
- xxiii. Email: HM the Queen's 90th Birthday Beacons & St Parties
- xxiv. NALC Guidance: Public Contracts Regulations 2015
- xxv. NALC Guidance: Procurement LTN 87
- xxvi. Email: Shipston Neighbourhood Plan Informal Info Session
- xxvii. Email: Jeff Morris re: Highways Issues
- xxviii. HSBC Bank Statements X 3
- xxix. Email from Parishioner re: Removal of telephone box
 - Correspondence for information only (circulated to Members)

6. PLANNING

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

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
15/01949/TEL28	Proposed removal of 11 antennas and the installation of 6 antennas and 1.06m dish	Warwick Police Transmitter Station, Ilmington		Pending
16/00018/TREE	T1: Cherry : Fell	Hobdays, Front Street, Ilmington	Mr R Wyles	IPC agreed to submit a comment of No Representation.
16/00006/FUL	Erection of one dwelling & detached garage	Land Adjacent to Crab Mill, Grump Street, Ilmington	Mr & Mrs C Payne	*See comments below

- The following planning up-dates were noted:

Application no.	Proposal	Address	Up-date
15/03303/TREE	G1: Shorten back branches from trees growing on the northern boundary of rear garden by an average of 30-50% back to suitable growth points. T1: Ash: prune out multi-stems, retaining the straight stem only.	The Dormers, Campden Hill, Ilmington	Consent
15/03485/ADV	To install two permanent signs one on either side of the Community Shop facing Grump Street, and one just inside the property boundary facing Foxcote Hill as shown on the plan and illustrations	St Phillips Presbytery, Grump Street, Ilmington	Granted
15/04030/TREE	T1: Filbert (haxel): fell	The Cottage, Ballards Lane	Consent
15/04018/FUL	Proposed garage (amended design to the garage approved under application 09/01702/FUL and 09/01703/LBC)	Crab Mill House, Grump Street, Ilmington	Granted
15/04019/LBC	Proposed garage (amended design to the garage approved under application 09/01702/FUL and 09/01703/LBC)	Crab Mill House, Grump Street, Ilmington	Granted
15/04147/FUL	Erection of double garage	The Dormers, Campden Hill, Ilmington	Granted
15/04114/FUL	Erection of 2 storey side extension, single storey rear extension and a porch (demolition of existing timber garden room)	1 Bennett Place, Ilmington	Granted

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15/04112/FUL	Two storey side extension	Puddocks, Frog Lane, Ilmington	Granted
15/03916/FUL	Erection of new dwelling with associated hard & soft landscaping	Land to NW of Foxcote Hill, Ilmington	Application Withdrawn
15/04392/TREE	T1: Walnut : 25% crown reduction	The Red Lion Inn, Front Street, Ilmington	No Objection

Note : Planning Application: 16/00006/FUL

- Cllr Sherwood reported that not all of the Neighbour Notifications had been received by residents in Grump Street in respect of Planning Application 16/00006/FUL. She confirmed that there had also been requests to defer the consultation.
- Cllr Chambers confirmed that he had not been able to see the site in daylight as he worked full time and agreed on deferral. Cllr Hawkins reported that he also thought that discussions on this application should be deferred to give Cllrs and residents a chance to look at the previous planning history.
- It was agreed that the Clerk request an extension of time with the planning officer at SDC for IPC to consult with residents who had not received Neighbour Notifications. Cllr Brain requested to be copied in on the email. It was also agreed that the Clerk to book the Village Hall for a Planning Working Group meeting on 1st February.
- Cllr Osborne pointed out to members of the public that IPC are only consultees and that SDC Planning have to adhere to strict timelines to process each application. He recommended that residents submit their comments on to the SDC web site and as well as advising IPC of their views. He advised residents that comments needed to include material planning considerations.
- Mr Kaz Spiewakowski advised that he wasn't able to attend a 1st Feb meeting and felt that other Grump Street residents may have a similar issue. Cllr Sherwood said that not all representations needed to be in person. Mr Spiewakowski preferred an extension so he could attend as this application affected his family's privacy.
- It was agreed that the Clerk request a seven day extension with the case officer at SDC and if that was not possible, the proposed meeting on 1st February would take place.

7. REPORTS FROM COUNTY COUNCILLOR & DISTRICT COUNCILLOR

- Cllr Brain reported that Housing Associations were sometimes gaining control of 100% of Housing which posed difficulties for SDC regarding Affordable Housing in the District.-This was causing issues with members of the public obtaining mortgages, particularly the elderly.
- Cllr Osborne reported that potholes in the Village were poorly repaired requiring re-filling every few weeks by the contractor, Balfour Beattie. He suggested that perhaps re-surfacing may be a more permanent solution.
- Cllr Brain requested that IPC contact Jeff Morris, the locality officer at WCC to report any potholes. He pointed out that both SDC and WCC had had significant funding cuts.

8. To confirm Dates and Venue for Ilmington Parish Council Meetings for 2016

The Clerk confirmed that the dates for the Ilmington Parish Council Meetings for 2016 would be published and the Venue would remain the same as in previous years. Proposed by Cllr Davies, seconded by Cllr Sherwood and carried unanimously.

9. FINANCE

- Precept:** To agree the budget for the Financial Year 2016/17 and to set precept request
Cllr Osborne reported that due to the increase in the adult population in respect of the development in Wilkins Way, the budget for the Fiscal Year 2016/17 should be set at £19,000, which equated to an increase of £640.00 (3.5%) on the previous year's budget. Cllr Osborne proposed that the precept request submitted to SDC should be for £19,000 which included an amount of £790.00 for the Council Tax Reduction Grant. This motion was seconded by Cllr Davies and carried unanimously.
- To Bill Tempo Event** for £187.50 for the December Race. It was agreed to invoice Tempo Events for the above Race.

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- c. **Banking Options pursuant to HSBC Southam branch closure.** The Clerk requested this item be deferred to a future meeting pending receipt of further information.
- d. **RESOLVED** to approve the receipts and payments set out in Annex A.
- e. **The Clerk advised that the balance on the IPC Current A/C : £14,347.13 Deposit A/C : £10, 770.08**
- f. Cllr Osborne reported that he and Cllr Davies had met with the PCC and they proposed that IPC make a contribution of £400.00 for the Fiscal Year 2016/17 towards the costs of mowing and the general upkeep of the burial areas within the churchyard. The proposal was passed unanimously.
10. COUNCILLORS REPORTS OR ITEMS FOR FUTURE MEETINGS
- Cllr Hawkins requested that a decision regarding the Leylandii opposite the VH be ratified. This was endorsed by Cllr Davies. Cllr Hawkins would get quotes for the work.
 - Cllr Davies requested IPC to review the gates and styles within the curtilage of the Village. It was agreed that he and Cllr Hawkins undertake the review.
 - It was also agreed that Cllr Osborne and Hawkins will inspect and schedule the remedial works which are required to the exterior of the Pavilion with the intention of seeking quotations for undertaking the work.

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

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

The meeting closed at 9.40

ANNEX A

The following receipts were approved:

- | | |
|--|---------|
| • Tempo Events – Use of Pavilion (Winter Series) | £166.50 |
| • Tempo Events – Use of Pavilion (Winter Series) | £187.50 |

The following payments were approved:

- | | | Budgeted |
|--|---------|-----------------|
| • Ilmington Village Hall – Hire of Hall (Jan-June 2016) | £ 81.60 | Yes |
| • Clerks Salary & Expenses to 20 th December 2015 | £318.57 | Yes |
| • The Goode Book-Keeping Service – Payroll (Oct-Dec 2015) | £ 30.00 | Yes |
| • HM Revenue & Customs – Tax and NI (Oct-Dec 2015) | £213.40 | Yes |
| • Clerks Salary & Expenses to 20 th January 2016 | £354.33 | Yes |

Signed _____ Chairman

Date _____