

Ilmington Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in the Village Hall on Thursday 25th June 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 3 members of the public

1. APOLOGIES FOR ABSENCE

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

2. DECLARATION OF INTERESTS

No Declarations of interest were received.

3. PUBLIC PARTICIPATION SESSION

- Mr Fred Edmunds said that the minutes of the last IPC meeting were incorrect and the profits from Ilmington Show were held by the Ilmington Show Committee. Funds were then distributed by the Show Committee to two Charities, the Playing Field Committee and other Village Groups, such as the Church, School and Sports Clubs. Cllr Sherwood agreed to alter the minutes of 21st May accordingly.
- Mr Edmunds confirmed that the Sports Clubs were producing an inventory of the contents of the Store in the Sports Field, which was owned by IPC. He asked for clarification regarding the insurance. Cllr Osborne advised that it was his understanding that IPC's insurance covered the building only. He went on to say that it may be an idea if the Sports Clubs liaised with IPC regarding insurance cover so that it was not duplicated. Cllr Osborne reported that IPC were in the process of reviewing and updating their Asset Register but this might take some time to complete.

4. MINUTES

The minutes of the meeting held on 21st May 2015 were confirmed as a true record and signed by the Chairman, subject to the alterations mentioned above. The minutes were then unanimously approved.

5. COUNCIL REPORTS

- **Cllr Wilkins** reported that the hedge on the left side, opposite the bungalows on Armscote Road was encroaching on to the highway. He also reported that there were dangerous ruts in the verges of Mickleton Road. It was agreed that the Clerk would report these issues to Highways and chase up the issues that had been previously reported to Highways and remained unresolved. It was also agreed that Cllr Wilkins contact Highways and request them to write to Orbit to ask if they would cut the hedges which were their responsibility on Armscote Road back.
- **Cllr Osborne** reported that the documents had been completed so that the Red Lion could be listed as an Asset of Community Value (ACV). It was **RESOLVED** that the Red Lion be listed as an ACV, this motion was proposed by Cllr Osborne, seconded by Cllr Sherwood and carried unanimously. It was agreed that Cllr Osborne and Hawkins advise the tenants of the Red Lion of the proposal.
- **Cllr Osborne** reported that a Statement of Accounts for the financial year 2014/15 had been prepared and circulated. He advised that the Internal Audit had also been completed and no unusual financial activity noted.
- **Cllr Hawkins** reported that the Playing Field hedge needed to be cut back. It was agreed that Cllr Hawkins contact the Foxcote Estate and ask if they would be prepared to carry out the work free of charge, however if they were unable to do this, it was agreed that Cllr Hawkins cut the hedge back up to a maximum cost of £65.00.
- **Cllr Sherwood reported :**

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- Maurice Bott had agreed to help paint the Bus Shelter in Willow Green. It was agreed that a new framed notice board should be installed in conjunction with this work. Cllr Wilkins suggested the use of a board product that he believed was made of cork. Cllr Sherwood proposed the use of a “self-healing” proprietary product that she believed offered greater durability albeit at a greater cost. It was **RESOLVED** that Cllr Sherwood inspect the cork board available and that if she considered it suitable, this would be purchased, however, if she felt it did not meet the necessary performance standards then the alternative product would be sourced from suppliers on a competitive basis up to a maximum cost of £135 plus VAT.
- Cllr Sherwood also reported that the small Notice Board adjacent to the Village Hall needed to be replaced and a new one should be sited next to the bench in front of the Village Shop. Cllr Sherwood presented the meeting with Notice Board options from two suppliers. It was agreed that Cllr Sherwood would get and review competitive quotes from the suppliers for a 2 door, aluminium framed Notice Board 750h X 1200w coloured green with the necessary two x green coloured 40/60 aluminium posts. However, if the posts were simply screwed in, standard posts in the ownership of the Council could be utilised. Cllr Sherwood agreed to liaise with the Clerk who will then order the notice board at an approximate cost of £641.00 plus VAT. Cllrs Davies and Hawkins indicated their willingness to undertake erection of the notice board.
- Cllr Sherwood reported that she was applying for two additional Grants for re-surfacing the Playing Field Car Park. She circulated three quotes for the works and said that an option offered by one supplier was to amend the proposed specification by omitting the geo-grid and extend the scope of works to include the whole car park instead of the central strip. It was agreed to pursue the central strip option. A Grant provider requested that IPC make a financial contribution towards the costs and it was **RESOLVED** and unanimously agreed that IPC contribute up to £300.00. A Grant provider had also requested IPC to have an Equal Opportunities Policy. Cllr Sherwood distributed and proposed an Equal Opportunities Policy document. Members agreed to read through the proposed policy and would give Cllr Sherwood their feedback within a week and advise that they would be happy to adopt it in principle. Cllr Wilkins opposed the project. He felt it was unnecessary to spend a large amount of money on re-surfacing the car park. Cllr Osborne pointed out that the previous PC had agreed to contribute £2,000 towards the costs involved. Cllr Wilkins advised that there had been additional costs involved with the Sports Pavilion in the previous year which prevented the funds from being put towards it, such as replacing the floor of the pavilion which had flooded.
- **Neighbourhood development Plan**
 - Cllr Sherwood reported that she, Cllr Davies, Joyce Bridges, and Mike Lane had met with Matthew Neal at SDC regarding a Neighbourhood Development Plan (NDP). She said that it would take approximately 2 years to produce and be approved so there would be longer term benefits, rather than shorter term. It was agreed that IPC write to SDC to file an application. It was agreed to hold a public meeting in the Autumn to see whether the Village would like to pursue a NDP
- **Frequency of Grass Mowing**
 - **Cllr Sherwood** reported that there had been numerous comments regarding grass mowing on Upper Green, some negative and some positive. Some parishioners said that the grass was not removed from the top of the surface and looked unsightly and others felt it looked much better. Cllr Osborne confirmed the current contract was to mow the grass four times a year and that the contractor was allowed to leave the mown grass in situ. Councillor Wilkins reported that, in previous years, the Upper Green was cut 4 to 5 times a year depending on the

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weather. It was agreed that the need for additional mows at a likely cost of £180 per cut was largely dependent on the weather conditions. It was agreed not to make any changes to the existing mowing contract. Cllr Hawkins agreed that he would monitor the situation and advise the Clerk if an extra cut was required.

6. CORRESPONDENCE

The following correspondence was noted as received.

- i. WALC – Election Newsletter Special
- ii. Email – Bromley Planning re: Clifford Orchard
- iii. Email – Zurich Insurance – Insurance Renewal & Policy Schedule
- iv. Letter – Wickstead Playscapes re: Inspection of P/F+
- v. Email – Booking Enquiry for South Warwicks NHS
- vi. Email from Alison Frost (SDC) re: Clifford Orchard
- vii. Email from Amanda Wilson-Patterson re: Superfast Broadband
- viii. Email from Phil Grafton (SDC) re: Guidance to Standards & the Members' Code of Conduct
- ix. Email re: Guide Dogs for the Blind
- x. HMRC - Receipt of online submission
- xi. Emails x 2 from residents re: Letters of thanks received from IPC - Grass Mowing
- xii. WCC – Flood Alleviation Grant Scheme
- xiii. Email: Superfast Broadband
- xiv. Transport & Highways Update
- xv. Email from Parishioner in answer to Six Parishes Magazine request
- xvi. Minutes from the Playing Field Committee
- xvii. FOI Request from Making Parishes Better Places
- xviii. Email – SDC – TUFFS Sessions
- xix. Email – WCC – Temporary Road Closure
- xx. Email – Venues4Hire
- xxi. Email from WALC – FOI Requests
- xxii. Email – ICO – Data Protection Registration
- xxiii. LCR Magazine
- xxiv. Email -Marie Curie Walk to Remember
- xxv. Email – Orchard Planning Workshop

- Correspondence for information only (previously circulated to Members)

7. 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 |
| 15/01258/FUL | Erection of domestic horse stable block and courtyard area within the grounds of Southfields Farm – single storey, detached building comprising four stables, a tack room, small kitchen and | Southfields Farm, Compton Scorpion, Ilmington | Mr R Whorrod | Pending |

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| | two store rooms | | | |
| 15/01630/LBC | Construction of new dormer window in lieu of existing rooflight and replacement of existing dormer window, both to the western elevation. | Compton Scorpion Farm, Compton Scorpion Road, Compton Scorpion, Ilmington | Mrs P Karlsen | Pending |
| 15/01629/FUL | Construction of new dormer window in lieu of existing rooflight and replacement of existing dormer window, both to the western elevation. | Compton Scorpion Farm, Compton Scorpion Road, Compton Scorpion, Ilmington | Mrs P Karlsen | 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 |
| 15/01730/FUL | Formation of habitable room in roof space with side dormer | 6 Windmill Close, Ilmington | Mrs A Rowan | IPC agreed to submit a comment of 'No Representation' |

- Planning Application **15/02064/TREE** was received following publication of the Agenda and as the response was not due until 17th July, it was agreed that members advise the Clerk what response to make prior to the deadline.
- The following planning up-dates were noted:

| Application no. | Proposal | Address | Up-date |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------|
| 15/00881/TREE | T1: Ash: fell – T2: Beech: fell | Foxglove, Hurdlers Lane, Ilmington | Granted |
| 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 | The Bevingtons, Valenders Lane, Ilmington | Granted |
| 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 | Granted |
| 15/00640/VARY | Variation of conditions 1 (List of approved plans) and 14 (Access Method Statement) of planning permission 15/00256/VARY | Clifford Orchard, Frog Lane, Ilmington | Permission with Conditions |
| 15/00950/TREE | T1: Walnut: remove and replace with appropriate native species (rowan, field maple, apple or pear) | Clifford Orchard, Frog Lane, Ilmington | Granted |
| 15/00538/TREE | T1: Yew: 30% crown reduction & thinning | Church Cottage, Valenders Lane, Ilmington | Granted |
| 15/00979/FUL | Installation of external wall insulation to all external elevations of the dwelling | 9 Washbrook Place, Ilmington | Granted |
| 15/00977/FUL | Installation of external wall insulation to all external elevations of the dwelling | 2 Washbrook Place, Ilmington | Granted |
| 15/01109/LDP | | 1 Windmill Close, Ilmington | LD Granted |

8. REPORTS FROM COUNTY COUNCILLOR & DISTRICT COUNCILLOR

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Cllr Brain reported

- He had attended a full SDC council meeting on 22nd June and the amendments to the Core Strategy had been approved, with the remainder on 20th July. The proposed Core Strategy would then be re-submitted to the Planning Inspector.
- Cllr Osborne asked why SDC did not appear to enforce planning conditions which were attached to planning consents. In his view, the planning authority should cause the developer to adhere to the conditions imposed and where necessary enforce them. Cllr Osborne referred to the various issues relating to the development in Frog Lane and the latest concern raised by a villager relating to the surface of the driveway to the new properties. It was agreed that the Clerk send Cllr Brain the email trail and he would look into the issue.
- Cllr Osborne thanked Cllr Brain for his support in resolving the matter of additional costs arising from further Archaeological work relating to the Village Shop cafe development.

9. FINANCE

- a. To approve the accounts for the end of year 31st March 2015

It was **RESOLVED** to approve the above accounts following circulation. This motion was proposed by Cllr Sherwood, seconded by Cllr Osborne and carried unanimously. Cllr Osborne reported that IPC had remained in budget for the financial year, despite the additional costs of the Election in 2014.

- b. **VAT re-claims**

Cllr Osborne reported that he had read through the guidance from NALC regarding Local Authority VAT Claim. In order to comply with the Regulations, IPC was required to order the goods and they should remain in the ownership of IPC. He confirmed that any goods/service ordered should not be used for the business purposes, however, IPC can accept contributions from Clubs etc but should be without any strings attached. It was agreed to advise the Sports Clubs of the requirements regarding the council re-claiming VAT.

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

10. COUNCILLORS REPORTS OR ITEMS FOR FUTURE MEETINGS

- Cllr Sherwood requested that the Equal Opportunities Policy be adopted at the next IPC Meeting.
- Cllr Sherwood asked if a welcome letter be sent to the new owners of the Howard Arms and it was agreed that she write a letter on behalf of IPC.
- Cllr Sherwood reported that the Armscote Road resident's Car Parking badges and notices which had been distributed were being used to effect.
- Cllr Hawkins asked whether there had been any applicants for co-option. The Clerk responded and said that she had received one application to date and she had prepared copies of the applicants CV for members. It was agreed that the Clerk email the other parishioner who had expressed an interest, advising him of the deadline.
- Cllr Davies requested the Clerk to contact BT to determine the usage of the telephone box on the Lower Green by the Howard Arms and she agreed to do this and report back to members.

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

Ordinary Meeting and Annual Parish Council Meeting on Thursday, 30th July 2015 commencing at 7.30 pm at the Village Hall, Ilmington.

Meeting closed at 9.45 pm

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ANNEX A

A donation of £3,692.28 from the Sports & Social Club was received

The following payments were approved:

| | | |
|------|---------------------------------------------------------|----------|
| i. | Clerk's salary & expenses to 20 th June 2015 | £ 316.46 |
| ii. | HMRC – Tax & NI Clerk, May | £ 72.20 |
| iii. | GVS Riighton – Mowing Sports Field – April/May | £ 504.00 |
| iv. | R Hawkins – Mowing V Greens/Stock Banks etc. | £ 200.00 |
| v. | Zurich Municipal – Ilmington PC insurances – 31/05/16 | £1023.00 |
| vi. | ICO – Renewal of Data Protection Registration | £ 35.00 |

Signed _____ Chairman

Date _____