

# Ilmington Parish Council

## Minutes of an Ordinary Meeting of the Parish Council held in the Village Hall on Thursday 30<sup>th</sup> July 2015

Present: Cllr. G. Davies, Cllr R. Hawkins, Cllr J. Sherwood (Chair), Cllr T. Wilkins and Cllr G. Osborne. Cllr Chambers joined Members following his signing the Declaration of Acceptance Form.

Also present: District Cllr M. Brain, County Cllr Izzy Seccombe, Gill Bailey (Clerk) and 5 members of the public

### 1. APOLOGIES FOR ABSENCE

There were no apologies received.

### 2. DECLARATION OF INTERESTS

No Declarations of interest were received.

### 3. PUBLIC PARTICIPATION SESSION

- No one wished to speak.

### 4. MINUTES

The minutes of the meeting held on 25<sup>th</sup> June 2015 were confirmed as a true record and signed by the Chair. The minutes were then unanimously approved by those Councillors present.

### 5. CO-OPTION OF MEMBER FOR ILMINGTON PARISH COUNCIL

Cllr Sherwood welcomed Ross Chambers as the new Member of IPC. Ross signed his Declaration of Acceptance Form, which was duly countersigned by the Clerk.

### 6. COUNCIL REPORTS

- Cllr Osborne reported that with the support & assistance of Mr Mike Lane, an application to list the Ræd Lion Public House had been listed as an Asset of community Value had been lodged with Stratford D.C. This had been acknowledged by SDC & further information provided.
- Cllr Hawkins reported:
  - He had cut down the tree limb which was dangerous at the top of the Village Green. Cllr Osborne opened up a discussion regarding the implications of potential ~~any~~ damage that might occurred to vehicles when parked on IPC land and whether IPC would be liable. Cllr Chambers said that if IPC were proved to be negligent there may be the possibility of a claim, however, this would likely be covered by the Council insurance. Cllr Osborne stated that there was an excess on the policy. It was agreed that the Clerk write to residents who park on the Village Green stating that they do so at their own risk. Cllr Osborne agreed to liaise with the Clerk.
  - Foxcote had agreed to cut back the hedge in the Playing Field.
  - Thanks were expressed to the residents in Back Street who had cleaned the pathway.
  - It was suggested that the public benches in the Village needed to be inspected and Cllr Osborne agreed to look at the benches and prepare a survey of any works required.
- **Safety Matting for Play Area**  
Cllr Hawkins confirmed that he inspected the play area every month and that the safety matting needed to be replaced. Cllr Osborne advised that there were funds available in the budget for the work. It was agreed that Cllrs Hawkins & Osborne liaise over a scope of works required.
- **Discuss skateboard ramp area**

Signed \_\_\_\_\_ Chairman

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Cllr Hawkins reported that the skateboard area was untidy and stones were being thrown up making it difficult to mow the area. He suggested that a design plan of improvements could be drawn up and then funding sources identified for the work. Mr Martin Seymour agreed to help to draw up a plan of the area.

- **Cllr Sherwood reported:**
  - As there was no formal IPC meeting scheduled for August, she suggested that it may be an idea to organise one and she agreed to contact the VH to ascertain whether there was a free date available. In any event it was agreed that a meeting would be called. Because many planning application deadlines occurred between formal IPC meetings, she suggested that a separate planning meeting fortnightly may be a possible way forward in the future. It was agreed to make this an agenda item for the next meeting. In the meantime, it was agreed that the Clerk prepare a paper with the options available to the Council.
  - IPC had received letters of complaints from residents about the state that the Builders of Clifford Orchard had left the verges in Frog Lane and Upper Green. Apparently the Builders had agreed to re-instate any damage that had occurred. Cllrs Osborne and Hawkins confirmed that they had inspected the area and agreed that the grass had grown over the damaged areas. It was agreed to acknowledge receipt of the correspondence and no further action taken.
  - The new IPC noticeboard would be arriving in September.
  - The new notice board for the bus shelter would be arriving soon. Cllrs Davies and Sherwood agreed to install.
  - It was nice to welcome Cllr Chambers as a member of IPC and he had agreed to take the lead and explore the possibilities of a Neighbourhood Development Plan. It was agreed to hold a public meeting to gauge interest at the beginning of October. Mr Mike Lane advised that he would be preparing an area application, however, he pointed out that the legislation may change in the future. It was agreed that Cllr Chambers liaise with Mike Lane and Joyce Bridges to prepare the application in the first instance.
  - Access to Lower Green Post Box  
Cllr Sherwood had been approached by a resident who had limited mobility and had fallen on the pathway to the Post Box. It was agreed that Cllrs Hawkins and Osborne would inspect the immediate area of the pathway to see whether any improvements could be made. Cllr Osborne said that if the access was to be paved it needed to comply with the DDA and be to a certain specification. Cllr Seccombe advised that WCC Highways may look to see if they would undertake the works.
  - **Reviewed potential projects previously identified by the IPC**
    - Playing Field Leases: It was agreed to leave discussion of Playing Field leases to a future date.
    - Cleaning Village signs: It was agreed to prepare a survey of jobs in the Village that needed to be undertaken and ascertain whether Villagers would be amenable to volunteering for the tasks that were identified. Cllr Seccombe said that there was a Lengthsman Scheme which was being piloted and this may be a good way forward. The Clerk said that there were details of the scheme in the circulation pack.
  - Cllr Sherwood asked Cllr Seccombe if IPC could apply for funding for the re-surfacing of the Playing Field Car Park from her County Councillor Fund. It was agreed that IPC would apply for a contribution towards the overall costs.

### 7. CORRESPONDENCE

The following correspondence was noted as received.

- i. Email Enquiries re: Ilmington Show – directed to M Tremellen
- ii. Email Enquiry re: Submission to Parish Magazine – directed to Parish Mag Team
- iii. Letter – Zurich Insurance documents & receipt of payment

Signed \_\_\_\_\_ Chairman Date \_\_\_\_\_

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- iv. Email re: IPC attending Ilmington Show
- v. Letter – Post Office – Service Relocation
- vi. Email Enquiry re: Wedding – directed to PCC/Parish Magazine
- vii. Email re: Guide Dogs for the Blind – directed to Parish Magazine Team
- viii. Email from Parishioner re: grass mowing
- ix. Email re: Superfast Broadband X 2
- x. Letter from Big Lottery Fund – not successful with Grant application
- xi. SDC – Invoices X 2 – Election
- xii. Email Enquiry re: Parish records – referred to PCC
- xiii. Email from ICO – Registration & payment received
- xiv. Email from WCC – Flood Alleviation Grants Scheme
- xv. Email re: Warwick Ladies FC – Poster on IPC Notice Board
- xvi. Email re: South Warwicks Citizens Academy
- xvii. Email re: Digital Inclusion Grants to Support Community Delivery
- xviii. Email re: Successful receipt of online submission

- Correspondence for information only (previously circulated to Members)

### 8. 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	<b>Pending</b>
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 two store rooms	Southfields Farm, Compton Scorpion, Ilmington	Mr R Whorrod	<b>Amendment received – Stable block reduced in size &amp; relocated to paddock area</b>
15/01949/TEL28	Proposed removal of 11 antennas and the installation of 6 antennas and 1.06m dish	Warwick Police Transmitter Station, Ilmington		<b>Pending</b>
15/02227/FUL	Single storey extension to rear of an existing three storey cottage including the demolition of a single storey entrance porch and the erection of detached garage/car port.	Bookend Cottage, Campden Hill, Ilmington	Mr A Sarjant	<b>Pending</b>
15/02445/TREE	T1: Cherry – remove and replace with smaller tree	The Shippen, Burlingham Farm Court, Front Street, Ilmington	Mr P Daniel	<b>Pending</b>
15/02526/TREE	T1: Holly tree – 15% crown reduction, general tidying up & tree fouling overhead telecoms line	Holly Bush House, Middle Street, Ilmington	Mr P Dakin	<b>A comment of No Representation would be submitted</b>

Signed \_\_\_\_\_ Chairman

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- The following planning up-dates were noted:

Application no.	Proposal	Address	Up-date
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	<b>Consent Approved</b>
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	<b>Permission Granted with Conditions</b>
15/01730/FUL	Formation of habitable room in roof space with side dormer	6 Windmill Close, Ilmington	<b>Refused</b>
15/02125/TREE	T1: Holm Oak – Fell	Slatesfield, Back Street, Ilmington	<b>Granted</b>
15/02064/TREE	T1: Yew: Lift crown to 4m, T2: Yew: Lift crown to 4m, T3: Yew: Lift crown to 4m, T4: Yew: Lift crown to 4m.	Bookend Cottage, Campden Hill, Ilmington	<b>Granted</b>

Mr Mike Lane said that the development of 11 dwellings on Armscote Road had been approved, subject to the Environment Agency removing their objections. However, to date a Flood Risk Assessment had not been submitted. It was agreed that Cllr Brain look into the current status of the application and Cllr Chambers said that it would more than likely go back to Committee if the Environment Agency did not remove their objections.

### 9. REPORTS FROM COUNTY COUNCILLOR & DISTRICT COUNCILLOR

#### **Cllr Brain reported**

- The amendments to the Core Strategy had been approved by Cabinet and more weight would be attributed to inappropriate development at SDC planning meetings. The Clerk advised that she had received correspondence from SDC requesting further representations in respect of the proposed amendments to the Core Strategy.

#### **Cllr Seccombe reported**

- She had been in discussions regarding the proposal to combine Authorities in the area. There was a possibility of combining the wealthier Authorities in the area with those who were less so (i.e., Birmingham and the Black Country with Warwickshire and Solihull). She said that that the idea would be to assist with the promotion of economic growth, skills and the transport infrastructure. She said that there would be a Cabinet Meeting on 3<sup>rd</sup> September to discuss a way forward.
- She had received a letter from Ross Chambers regarding speeding vehicles on Armscote Road. He suggested there may be some benefit and justification in moving the 30 mph sign further back to the other side of the junction of Armscote Road and Shipston Road. It was agreed to make this an agenda item for the next IPC meeting.

### 10. REVIEW THE EQUAL OPPORTUNITIES POLICY

Cllr Sherwood advised that the proposed policy had been circulated and amendments received. It was RESOLVED to adopt the policy and this decision was unanimous, apart from one abstention by Cllr Chambers as he had not been a Member at the time of discussion.

### 11. TO AGREE TO REVIEW ILMINGTON PARISH COUNCIL'S STANDING ORDERS, FINANCIAL REGULATIONS & ASSET REGISTER

- Cllr Osborne and Cllr Davies agreed to review the Standing Orders and Financial Regulations and make any recommendations they felt necessary.

Signed \_\_\_\_\_ Chairman

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- Cllr Osborne said that he and Cllr Davies had looked at the current Asset Register but it had been difficult to identify assets owned by IPC. He said that assets needed to be identified in historical minutes to ascertain what had been purchased and what had been gifted to IPC.
- Cllr Sherwood suggested the Clerk to contact the Parishioners who had gifted items of play equipment and request the warranties and a breakdown of the equipment.
- It was agreed that members look back over a section of minutes each and Cllr Chambers agreed to co-ordinate this task.
- Cllr Hawkins agreed to identify all of the play equipment owned by IPC in the playing field, including the buildings.

### 12. TO RATIFY GRANT APPLICATIONS FOR THE RE-SURFACING OF THE PLAYING FIELD CAR PARK

Cllr Sherwood advised that the Grant applications had been circulated and it was RESOLVED to submit the Grants. The decision was unanimous, apart from one abstention by Cllr Chambers as he had not been a Member at the time of discussion.

### 13. FINANCE

- a. Reclaiming VAT for the Playing Field Committee
  - Cllr Osborne said that he had prepared a paper for guidance to those with an interest in this matter. In summary, IPC could re-claim the VAT attributable to its non-business activities. Non-business activities were identified as the supply of goods and services which are not actively nor potentially in competition with a similar activity in the private sector or free provision of goods and services. Cllr Sherwood advised that she had prepared a letter summarising the guidance and outlining the steps for re-claiming VAT. She proposed that it be sent to the various Clubs. It was RESOLVED to send the letter and guidance. The decision was unanimous. It was also unanimously RESOLVED to open up an account on behalf of the Bowling Club with Sherriff Amenity who were horticultural suppliers.
  - Cllr Osborne noted that the amount of £2,218.80 payable to RHE Catering Equipment Services which had been for a glass washer did not fall within the re-claim criteria. Accordingly, IPC would not be able to claim the VAT back. It was agreed that Cllr Hawkins request a meeting with the Sports & Social Club to discuss the further donation required relating to the VAT element of the invoice which had been paid by the IPC.
- b. **RESOLVED** to approve the receipts and payments set out in Annex A.

### 14. COUNCILLORS REPORTS OR ITEMS FOR FUTURE MEETINGS

- Cllr Sherwood requested that IPC discuss employing a handyman to carry out odd jobs around the Village.
- Interim planning meetings.
- Cllr Hawkins requested that the removal of the Leylandii opposite the VH at the bottom of Foxcote Hill be removed as it was causing an obstruction.
- Cllr Davies requested cleaning village signs be included.
- Cllr Hawkins requested notification in 20:20 and the parish magazine that there seems to be scam cold callers in the Village and elderly parishioners were being targeted.
- Cllr Chambers requested members to think about ideas for the proposed NDP public meeting.

### 15. TO CONFIRM THE DATE AND TIME OF NEXT SCHEDULED MEETING

Ordinary Parish Council Meeting on ..... and Thursday, 24<sup>th</sup> September 2015 commencing at 7.30 pm at the Village Hall, Ilmington.

**The meeting closed at 9.15 pm**

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_

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30<sup>th</sup> July 2015

## ANNEX A

The following receipts were approved:

£1,849.00 – Ilmington Sports & Social Club  
£ 39.41 – Western Power (Wayleave)  
£ 158.00 – Ilmington Bowling Club

The following payments were approved:

		<b>Budgeted</b>
Clerk's salary & expenses – to 20 <sup>th</sup> July)	£ 312.50	Yes
HMRC – Tax & NI Clerk, June	£ 72.40	Yes
R Hawkins – Mowing & Strimming P/Field, Litter & Dog Foul Clearance	£ 150.00	Yes
RHE Catering Equipment Services (Goods for Sports & Social Club)	£2,218.80	No
SDC – Invoice – Election Costs	£ 100.00	Yes
Kaleidoscope Press Ltd – 2 x Bowling Club Signs	£ 189.60	No
Good Book-Keeping Service – Payroll Services (Jan – Mar, Apr – Jun)	£ 60.00	Yes
Thomas Fox – Grass Mowing – Upper Green & Part P/F - (12.6.15)	£ 432.00	Yes

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_