

Ilmington Parish Council

Minutes of an Ordinary Meeting of the Parish Council held in the Village Hall on
Thursday 31st July, 2014

Present: Mr. G. Davies, Mr. R. Hawkins, Mrs .J. Sherwood (Chair) and Mr. S. Wright.

Also present: Mrs. D.Sambrook (Clerk), Cllr. C. Saint (part of meeting) and 25 members of the public.

1. APOLOGIES FOR ABSENCE

Apologies were received from Mr Wilkins due to ill health **and were accepted.**

2. DECLARATION OF INTERESTS

None.

3. ADJOURNMENT FOR PUBLIC PARTICIPATION SESSION

The Chair of Ilmington Sports and Social Club thanked Members for attending a recent event.

A resident asked for additional time and consideration to be given at this meeting to allow open discussions with the public regarding planning application 14/01089/FUL. The Chair consented. There followed a long discussion exploring various issues relating to the application, including representations from the applicant and their planning consultant.

4. MINUTES

The minutes of the meetings of 24th June and 14th July 2014 were confirmed as a true record and signed by the Chairman.

5. MATTERS ARISING

- a. It was **RESOLVED** that the lowest quote for the installation of lights and hand dryers be accepted and works be completed for the outside toilets at the playing field. The lowest quote so far is £655, but another is still outstanding. The clerk will award the job to the lowest quote.
- b. It was agreed that members of the public would be asked to take the skate ramp project forward and identify what need there is for equipment in the park suitable for older children and young people. Mrs Wright confirmed that she has some funds available for this project.

6. COUNCIL REPORTS

Cllr Wright reported that he had submitted a letter to The Stratford Herald Newspaper on behalf of the Parish Council and in response to a letter commenting on the state of Ilmington village.

The clerk submitted a written report and highlighted two items:

- a. Comments on SDC Core Strategy consultation were submitted by the clerk using delegated powers on 15th July 2014, following consultation with the Chair.
- b. The annual governance statement was submitted to the external auditor (Grant Thornton) on 16th July 2014 (an extension to time had been granted by the auditor).

7. MEMBER'S RESPONSIBILITES AND FORMATION OF COMMITTEES

It was **RESOLVED** to form working groups, subject to the following restrictions:

Signed _____ Chairman

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- The group must be formed for a fixed time and purpose which will be agreed by the council.
- At least one councillor must sit on each working group and a chair will be appointed (usually the parish councillor).
- A working group will not have voting rights or make decisions for the parish council, but may make recommendations for consideration by the parish council.
- Activities and recommendations should be supported by actions identified in the parish plan.
- Recommendations from working groups must be reviewed by the clerk prior to submission to members of the parish council.

It was agreed, in principle, to form the following groups:

- a. **Finance and Resources Working Group** – Chair Jan Sherwood. To review and make recommendations to the council on various processes, such as: awarding grants; employment contracts & payroll; tendering; leases & licences; and financial regulations.
- b. **Mowing Working Group** – Chair to be confirmed (TBC). Members Geoff Davies or Rob Hawkins. To review the mowing contract and to monitor mowing (including county and district mowing).
- c. **Communications Working Group** – Chair Jan Sherwood. To review communications and engagement with parishioners).
- d. **Environment Working Group** – Chair Stephen Wright. To advise the council on matters relating to highways, footpaths, flooding, trees/hedges and public areas (playground and playing fields).
- e. **Planning Working Group**. Chair TBC. To review planning proposals put before the parish council and the relevant planning, AONB and Conservation Area regulations / ordinances that are involved as well as any aspects of the Stratford Core Strategy and/or Ilmington Parish Plan; and to liaise and consult with relevant public bodies and parishioners to gain a more in-depth understanding of the issues at hand.

It was also agreed that Councillors will have the following special responsibilities:

- f. **Member to liaise with parish clubs, associations, charities and other community groups** – Stephen Wright
- g. **Member to liaise with housing associations and SDC housing** – Geoff Davies
- h. **Parish Council Representative on Village Hall Committee** – Tony Wilkins
- i. **Parish Council Representative on Playing Field Committee** – TBC

8. CORRESPONDENCE

The following correspondence was noted as received with agreed actions in bold type:

- i. Mares tail along footpaths. **Clerk to respond. Cllr Wright to liaise with landowners.**

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- ii. Pre-planning consultation regarding outside WC. **Clerk to respond with no representation.**
- iii. Ilmington Community Shop Community Share Offer. **Noted.**
- iv. Archdiocese of Birmingham acknowledgement of letter. **Noted.**
- v. SDC Invitation to attend planning training for parish councils. **Councillors to state their preference to attend workshops.**

9. PLANNING

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

Application no.	Proposal	Address	Submitted by	Agreed comment for submission by Parish Council
14/01808/VARY	Variation of Condition 2 (List of approved plans) of planning permission 12/02361/FUL to allow for alterations to the design and appearance of approved dwellings	Clifford Orchard, Frog Lane, Ilmington, Shipston-on-Stour CV36 4LQ	St Nicholas Developments Ltd - Mr Mark Blackman	No representation
14/01089/FUL	Erection of 11 dwellings and garages - including 4 affordable units - and associated access road and foul treatment plant (and the proposal requires the diversion of a public right-of-way)	Land Off, Armscote Road, Ilmington	Mr Phil Cotton-Stratford Homes	Objection on the grounds of flooding, drainage, density, sustainability & access. Clerk to prepare a detailed response based on comments received during the meeting.

The following up-dates were noted:

Application no.	Proposal	Address	Submitted by	Up-date
14/00702/FUL	Amendment to previously approved application.	Land Off Armscote Road, Ilmington	Linfoot Homes	Planning permission with conditions.

10. REPORT FROM DISTRICT COUNCILLOR

Cllr Saint reported on the current district council consultation and highlighted the County Councillor's Grant Fund for which applications are invited.

11. INTERNAL AUDIT

The Clerk had previously circulated the report from the internal auditor. The recommendations and comments in the internal auditor's report were accepted and it was agreed that the finance working group would review the recommendations in the report and take appropriate action.

12. FINANCE

- a. **RESOLVED** to approve finance report dated 28th July 2014.
- b. **RESOLVED** to approve the payments set out in Annex A.

Signed _____ Chairman Date _____

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12. REQUESTS FOR DONATIONS

- a. It was agreed that further information is required in order for the Parish Council to make a decision regarding the provision of £2,000 towards the proposed improvements to the car park at the playing field. The clerk will contact the playing fields committee and a Councillor will join the committee as the Parish Council's representative.
- b. It was **RESOLVED** not to grant the village hall committee financial support towards their recent legal expenses, as requested in their letter of 16th May 2014. It was noted by Members that the village hall is an important community asset and that future applications for funding are invited from the village hall committee in the event of severe financial difficulty or for specific projects.
- c. The clerk noted that in the past a regular payment of £500 has been made towards the up-keep of the churchyard. However, no request for a donation has been made to the knowledge of the clerk for this financial year. It was agreed that a Member would contact the church council and ascertain the current situation.

17. DATE OF NEXT MEETING

Due to the time, the Chair decided to defer other items on the agenda to the next parish council meeting. Although there is not usually a scheduled meeting in August, it was agreed to hold an ordinary meeting to enable deferred business to be dealt with. The next meeting will be an Ordinary General Meeting to be held on Wednesday 27th August at 7.30pm at the Village Hall.

Meeting closed at 22:10.

ANNEX A

The following payments were approved:

i.	Clerk's salary & expenses, July 2014	£379.77
ii.	Hands Heating & Plumbing (for Social Club)	£68.29
iii.	Grass Mowing Playing field June - July	£692.40
iv.	Grass Mowing village greens (June)	£552
v.	Removal of post and skateboard ramp	£65.00
vi.	Extend playing field car park (£2287 has been paid in to cover the invoice excluding VAT)	£2744.40

Signed _____ Chairman

Date _____