

Ilmington Parish Council

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL held in Ilmington Community Shop on 7 December 2023 at 7:30pm

Present: Cllrs Karen Peachey (Chairman), Lara Lowe, Malcolm Lowe, Martin Underwood

In attendance: Pauline Rigby (Clerk), County Cllr Seccombe and one member of the public

1. Apologies for Absence

Apologies received from Cllr Chris Plyming

2. Declarations of Interest

There no interests declared at this point in the meeting.

3. County and District Council Reports

County Cllr Izzi Seccombe shared an update on the consultation on the Warks Fire and Rescue Service (FRS), which starts on Monday for 3 months, on different crew timings to address issues with availability of on-call crews during peak periods.

It was noted that the FRS spend more time dealing with road traffic collisions than with fires and suggested there should be greater focus on road safety. Concerns were raised about the safety of the Darlingscote crossroads where a local resident had recently died.

District Cllr Dominic Skinner was not present.

4. Public Forum

A representative of the Sewage Group reported that Severn Trent has started their survey in the village. Highways is raising orders for works to deal with blocked drains.

5. Confirmation of Minutes

The Clerk noted that she had been physically rather than virtually in attendance.

It was RESOLVED that, subject to this amendment, the minutes of the meeting on 2 November 2023 be confirmed.

6. Planning & Highways

6.1 Decisions at variance with the views of the parish council. None to report.

To agree comments on planning applications:

6.2 23/03122/TREE: Crab Mill Grump Street Ilmington Warwickshire CV36 4LE
- T1 Holm oak - Crown lift over the road on the northwest side to 3.5 metres.
Localised lateral reduction of 2 metres on northwest side over the roadside,
reducing end-weight of elongated branches.

Comment: No objection.

6.3 23/23/03124/TREE: Ravens Croft Grump Street Ilmington Warwickshire CV36 4LE -
T1 willow - Fell. -T2 silver birch - Fell. -T3 beech - Crown lift to 2.5 metres from
ground level, due to low branches.

Comment: No objection.

- 6.4 Applications notified since publication of the agenda. None.
- 6.5 To receive email from Warks Property Development Group regarding proposals for Mabels Farm development and consider actions arising.

A meeting at 6pm on 18 January 2024 was proposed. County Cllr would be invited.

7. Ilmington Playground

- 7.1 To note the insurance settlement and ratify the decision to order slide repairs.

It was RESOLVED that the repairs be ordered from Playdale at a cost of £1,970.37.

- 7.2 To receive the ROSPA annual playground inspection and consider actions arising.

There were no high risk findings. The physical structure of the slide had started to deteriorate since the last annual inspection so its replacement was timely. A safety concern was identified with the recently repaired rocking horse. The Clerk would follow up with Wicksteed.

- 7.3 To receive routine inspection reports and consider any further actions arising.

The volunteer was unable to continue with playground inspections. The Clerk was asked to put out a call for new volunteers.

- 7.4 To consider request to remove rubber tiles from the swing area.

It was RESOLVED that Cllr Peachey could take the rubber tiles.

Cllr Peachey declared an interest in the above item and did not vote.

- 7.5 To consider quotations for new playground equipment.

It was RESOLVED that the quotation from ESP Play be accepted, subject to amendments and appropriate deductions to remove from the quote the castle façade and disposal of rubber tiles, and the final price being no more than £31,000 ex VAT. PCC edging to the wetpour was preferred.

It was agreed to ask for prices on surface repairs to other items of equipment, as identified by the annual inspection, as a separate quotation.

- 7.6 To approve design of 'no dogs' signs.

Cllr Malcolm Lowe had identified the need for another sign, which increased the price to £1,180 ex VAT.

A draft design for a sign at the entrance to the sports field had been circulated. It was agreed this should list the various sports and activities i.e. tennis, football, bowls, playground etc and a website which would have contact details. Legal disclaimers could be placed on a separate sign in the car park.

The Clerk would check advertising regulations on maximum size of sign.

After further discussion, it was agreed that Cllr Malcolm Lowe would develop the design with the supplier and bring it back to the next meeting.

8. Tree Planting

- 8.1 To consider tree planting proposal for the playground.

Cllr Peachey had circulated a report with proposals for tree planting, based on advice from experts, and would proceed to seek quotations.

8.2 To consider tree planting bid under the Coronation Micro Woods scheme.

Cllrs Peachey and M Lowe had met with an ecologist from Warwickshire County Council about planting an area of woodland roughly the size of a tennis court. The spoil heap was not suitable but another site was identified. They asked if a pathway could be left so that people could one day walk through the wood. If the site is accepted then a formal proposal would be issued.

9. Ilmington Pavilion

9.1 To consider maintenance work required and actions arising including:

(a) quotations to repair meter cupboard,

It was RESOLVED that quotation of £270 from John Baker be accepted.

(b) urgent electrical work (c), loft insulation, and (d) ceiling repair in gents toilet.

All of the above work had been completed. The ceiling will need painting. A small crack was found in the roofing felt which was the source of the ingress. This had been repaired and everything appeared to be dry now.

(e) water bills.

The water meter had been located and read. After initial alarm, it was decided that the high consumption was from tennis court cleaning; there wasn't a leak.

(f) lagging of pipes in ladies toilet.

While working on the above, it was noticed that the pipes in the ladies toilet were not lagged. Cllr Peachey had some spare lagging and would see it if fitted.

9.2 To receive response from Ilmington Pavilion Association.

The association was concerned that the proposal would reduce their income. It was agreed that discussions would continue. The Clerk was asked to circulate the existing pavilion agreement to councillors.

10. Mowing Contract

To approve the mowing specification and procurement process for next season.

It was RESOLVED that the specification for most areas would remain unchanged, except for Upper Green which would have no mowing until the end of May, when they do mow to collect the cuttings, then mow less often for the rest of the season, and create mown pathways across the site from the corners to the war memorial.

Cllr Malcolm Lowe would pass on to the Clerk contact information of contractors who may be interested in the work.

11. Finance & Admin

11.1 To note income of £1,924.97 for insurance claim and £500 from Ilmington Show.

This was duly noted.

11.2 To approve the bank reconciliation to 30 November 2023.

It was RESOLVED that the bank reconciliation be approved.

11.3 To receive the budget monitoring report for the year to date. This was received.

11.4 To approve payments as per the schedule below.

It was RESOLVED that invoices from Stratford District Council, Jim Groves, Murtagh Building, High Tech Electrical, and a reimbursement to Cllr Peachy for loft insulation, be added to the payments list and the list be approved.

Cllr Peachey declared an interest in the invoice for loft insulation and did not vote.

Date	Payee	In respect of	Amount
25-Oct	Idverde *	Mowing final payment	£ 351.00
02-Nov	Ilmington Village Hall *	Hall hire by Sewage Group	£ 59.50
07-Nov	Playsafety Limited *	Annual playground inspection	£ 152.40
16-Nov	Water Plus *	Water rates	£ 244.51
21-Nov	Playdale	Deposit invoice	£ 2,188.64
22-Nov	Huws Gray Buildbase (K Peachey)	Loft insulation	£ 28.80
30-Nov	Orchard Hire & Sales	Heras fencing	£ 38.01
30-Nov	Staff costs *	November payroll and backpay	£ 760.94
04-Dec	Jim Groves Carpentry	Toilet ceiling, roof repair	£ 493.32
05-Dec	High Tech Electrical	Toilet electrical work	£ 252.00
05-Dec	Stratford District Council	Uncontested election	£ 100.00
06-Dec	Murtagh Building Services	Toilet ceiling repair	£ 65.00
* = already paid			TOTAL £ 4,734.12

12. Annual Meeting items

To review and re-adopt the Memorial Benches and Trees Policy.

Given the hour, it was agreed to defer this item.

13. Internal Audit

13.1 To consider recommendations from the internal audit report 2023-24.

13.2 To consider setting up councillor email accounts.

13.3 To appoint an internal auditor for the year ending 31 March 2024.

It was agreed to defer the above items.

14. Member Reports

Report(s) by any members who attended any meeting or event on behalf of Council.
Deferred.

15. Correspondence

15.1 Enquiry about potential locations for electric vehicle charging stations. The topic would stand deferred until councillors had time to give it due consideration.

15.2 Grant request from Ilmington Water Testing Group for £200 for water testing.

It was RESOLVED that that the grant request be approved.

16. Future Agenda Items

To receive information about future items of business.

17. Closed Session

17.1 To exclude press and public in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 owing to the confidential nature of the business.

There were no members of the public present as they had left part-way through.

17.2 To consider recommendations arising from Clerk's annual appraisal:

(a) working hours, (b) salary scale, and (c) pension.

Cllr Underwood had been considering the role of the Clerk and had shared a background paper outlining his proposal with the Chair.

(a) Working hours:

As the council is becoming more proactive, there is more work for Clerk to do to support the council, and several major projects are on the horizon.

It was RESOLVED that the budget should allow 12 hours per week in 2024-25.

(b) Salary scale (budget):

The role was currently positioned in Profile 1 of the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. Cllr Underwood explained why he felt that it should sit within Profile 2.

It was RESOLVED that the post be re-graded as Profile 2 and salary point 26 be put forward for budgeting purposes.

(c) Pension contributions:

Although the role was below the threshold for automatic enrolment, this could change with the regrading of the role and additional hours. The Clerk was asked to explore options for setting up a contributory pension scheme.

(d) Salary scale (post holder):

The Clerk left the room while the following item was discussed.

It was RESOLVED that the current post holder be moved to the bottom of the substantive benchmark range at point 24, effective 1 April 2024.

The Clerk returned to the room.

18. Next Meeting

Next meeting: Thursday 25 January, 7:30pm in Ilmington Community Shop Café.

There being no further business, the meeting closed at 10:20 pm.

Signature of Chairman on approval of the minutes: _____