

Ilmington Parish Council

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL held in Ilmington Community Shop on 26 September 2024 at 7:30pm

Present: Cllrs Karen Peachey (Chairman), Malcolm Lowe, Chris Plyming, and Martin Underwood

In attendance: Pauline Rigby (Clerk), and one members of the public

1. Apologies for Absence

Apologies received from Cllr Lara Lowe.

2. Declarations of Interest

Cllr Peachey declared an interest in the payments list (item 16.4).

3. County and District Council Reports

County Cllr Seccombe had sent her apologies.

District Cllr Dominic Skinner had sent his apologies and a written report which had been circulated prior to the meeting.

4. Public Forum

A resident came to speak in support of the new business at the Red Lion, explaining that an enforcement officer had asked them to stop work following a complaint. He hoped the village would support their efforts in trying to make improvements to the building.

5. Confirmation of Minutes

It was RESOLVED that the minutes of the meeting on 29 August 2024 be confirmed as an accurate record and signed.

6. Planning Applications

To agree comments to planning applications:

There were no planning applications out for consultation.

7. Footpath Maintenance

To discuss footpath maintenance and agree to publish an article to raise awareness of landowner responsibilities and the role of the Cotswold Voluntary Wardens.

A draft article had been circulated for comment.

It was RESOLVED that the article be approved, subject to the amendment under point 1. To read "walkers, cyclists and horse riders". Article to be published online and in 20:20 and possibly in a condensed version in the Parish magazine.

8. Assets of Community Value

To receive information about assets of community value and consider creating a shortlist of local assets that may benefit from this protection.

It was RESOLVED that a shortlist be created and include the Village Hall, Red Lion, Howard Arms, allotments, and ask the village for their opinions on which assets should be considered for nomination, and any evidence to support a nomination.

9. Grace's Playground

To receive routine inspection reports and consider any actions arising.

There was nothing new to report since the previous meeting.

10. Playing Fields

10.1 To consider quotations for fencing the dog exercise /overflow parking area.

A further quote had been received but two enquiries were outstanding. It was felt a site meeting would be useful to check the details of the layout. Cllr Malcolm Lowe said the Tennis Club were thinking of building a padel court on the site of court 3.

10.2 To consider quotations for the height barrier.

It was agreed to continue the discussion on site on 30th September.

10.3 To consider draft application form for events on the playing field.

A draft process and application form had been circulated. The following amendments were discussed and agreed:

- Clarify that use of the pavilion facilities would be subject to a charge, except for the external public toilets.
- Replace 'events' with 'events/activities' under the section on Hire Cost.
- Written request to include just the completed application form and PL insurance.
- Note that no charge will normally be levied if arranged by non-profits, but this is at the discretion of the council.

The Clerk would make the changes and circulate for review before publication.

10.4 To consider Wildlife Group's draft proposal for the pond area.

Members were very supportive of the proposal for the grant application.

It was RESOLVED that the group be granted permission to carry out the tree work, using their own resources and the services of Tom Mann of Canopy Tree & Garden.

10.5 To review title deeds of the site and consider any actions arising.

Concern was raised about the secondary hedge planted at the playground entrance.

It was RESOLVED to write to the neighbour noting that it is the council's intention to tidy up the area by removing the hedge and reseeding.

The Clerk to request legal advice from WALC, and circulate a draft letter for review.

11. Ilmington Pavilion

11.1 To confirm instruction to JNP Painting to replace the slide bolts with indicator bolts at a cost of £40 and purchase of 3x indicator bolts at cost of £117.25 ex VAT.

It was RESOLVED to confirm the instruction to JNP Painting.

11.2 To consider purchasing soap dispensers for external toilets.

It was RESOLVED to purchase frames for signs in external toilets.

It was RESOLVED to purchase 2x foam based soap dispenser and cartridges.

11.3 To note broken window pane and agree actions.

Cllr Peachey would be meeting the window supplier on Monday.

12. Trees

12.1 To confirm that Alex Lewis Tree Care was instructed to carry out the tree works.

Members noted the decision.

12.2 To discuss and agree tree planting at Grace's Playground using CIL project grant.

Cllr Peachey had visited the tree supplier who had provided a quotation totalling £380.70 inclusive of VAT. She proposed to replace the dogwood listed with a downy birch, and had also requested quotations for posts and horse netting to make a comparison with metal tree guards. Details of planting to be agreed.

13. Ilmington Community Micro Wood:

To report that Warwickshire CC is unable to proceed with the Micro Wood (Minute 8 of 28 March 2024 refers), and consider if there are any alternative sites Wildflower Areas.

Owing to lack of time, this item was deferred.

14. Wildflower Areas

14.1 To consider quotations for cutting and collecting the wildflower area(s).

14.2 To note that WWT plans to seed new wildflower areas on 28 November.

14.3 To consider how to evaluate and learn from the wildflower initiative.

Owing to lack of time, this item was deferred.

15. Conclusion of Audit 2023-24.

15.1 To note that the Notice Of Conclusion Of Audit has been published.

15.2 To receive and consider the external auditor's report.

The report had been circulated. The Clerk explained that the auditor had found no matters giving cause for concern but had raised an 'other matter' i.e. insufficient information had been supplied about significant variances. The remedy would be to provide complete information with the initial submission next time.

16. Finance & Admin

16.1 To note income received of £15,625 (second half of precept).

16.2 To approve the bank reconciliation to 31 August 2024.

It was RESOLVED that the bank reconciliation be approved.

16.3 To receive the budget monitoring report.

The report had been circulated. The Clerk explained that the mowing budget had been reallocated to 'playing field' and 'village green' code to reflect the contracts.

16.4 To approve payments as per the schedule below.

Cllr Peachey had declared an interest in the payment as one of the payments was for toilet cleaning supplies, so Cllr Plyming chaired this item.

Two additional invoices had arrived, from Alex Lewis Tree Care and Rob Hawkins, and it was agreed they would be added to the payments list.

It was RESOLVED that payments be approved in the sum of £5,540.98 subject to confirmation that the tree works had been completed to the council's satisfaction.

| Date | Payee | In respect of | Amount |
|-------------------------|----------------------|---------------------------|-------------------|
| 03-Sep | Moore | Limited assurance review | £ 378.00 |
| 05-Sep | K Peachey | Cleaning supplies | £ 14.84 |
| 09-Sep | TradeFit * | Door indicator bolts | £ 140.70 |
| 10-Sep | Waterplus* | Water charges | £ 59.41 |
| 16-Sep | JNP Painting | Painting external toilets | £ 450.00 |
| 16-Sep | JNP Painting | Fitting new locks | £ 40.00 |
| 24-Sep | Rob Hawkins | Mowing Aug/Sept/Oct | £ 965.00 |
| 25-Sep | Alex Lewis Tree Care | Tree work | £ 2,880.00 |
| 30-Sep | Unity Trust Bank | Account fee | £ 18.00 |
| 30-Sep | Staff costs | Payroll September | £ 595.03 |
| * Payment already made. | | | <u>£ 5,540.98</u> |

Cllr Peachey resumed the chair.

16.5 To review and update bank signatories.

It was RESOLVED that the bank mandate be update to remove past signatories.

16.6 To discuss having a business charge card for online purchases.

It was RESOLVED to apply for an Equals Money card, subject to confirming that there is no charge for uploading money to the card.

17. Member Reports

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

Nothing to report.

18. Correspondence: To consider actions arising:

18.1 Gypsy and Traveller Training session for parish councils on Weds 27 November.

18.2 Stratford District Council Planning Training Session on Tues 22 October.

Cllrs Peachey, Plyming and Underwood would like to attend.

18.3 Chairman and Clerk invitation to meet with the Monitoring Officer. This was noted.

18.4 Ellen Badger Hospital, Shipston – Removal of Beds – Public Consultation.

Members of the council would like to be consulted, feel residents should be consulted, and noted the village does have Village Hall to host a public meeting.

19. Future Agenda Items

To receive information about future items of business (for information only).

To be added: septic tank.

20. Next Meeting

Thurs 31 October 2024, 7:30pm in Ilmington Community Shop Café.

There being no further business, the meeting closed at 10:15 pm.

Signature of Chairman on approval of the minutes: _____