

Ilmington Parish Council

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL held in Ilmington Community Shop on 29 May 2025 at 7:30pm

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

In attendance: Pauline Rigby (Clerk), County Cllr David Curtis

1. Election of Chairman

The outgoing chairman opened the meeting and invited nominations for Chairman.

It was RESOLVED that Cllr Peachey be elected as Chairman.

Cllr Peachey signed the declaration of acceptance of office.

2. Appointment of Vice Chairman

It was RESOLVED Chris Plyming be appointed as Vice Chairman.

3. Apologies for Absence

All councillors were present.

4. Declarations of Interest

No interests were declared.

5. County and District Council Reports

Councillor Curtis thanked outgoing county councillor Izzi Seccombe. He will have a small grant pot to distribute among parishes in his area. Also, two grant schemes are coming up with the district council: £250,000 in the Climate Change Emergency Fund, and a further £250,000 in a community fund, although the criteria haven't been finalised. He would try to attend parish council meetings when he could, but usually has other commitments on Thursdays.

District Councillor Skinner had sent his apologies.

6. Public Forum

There were no members of the public present.

7. Confirmation of Minutes

It was RESOLVED that the minutes of the meeting on 24 April 2025 be confirmed as an accurate record and signed.

Annual Meeting motions in accordance with standing order 5j.

8. Review and adoption of standing orders.

It was RESOLVED that the standing orders be adopted.

9. Review and adoption of new model financial regulations;

The following amendments were discussed and agreed:

5.15 Expenditure thresholds: Clerk £100; Clerk in consultation with Chair £500; a duly delegated committee £5,000; above this amount, full council.

6.5 Insert 'normally': all payments shall "normally" be made by online banking.

- 6.6 Delete 'or a duly delegated committee'.
- 6.8 Fund transfers within the council's banking arrangements of £25,000.
- 7.3 Delete second sentence.
- 7.6 It was noted that councillors may need training on setting up payments.
- 8.1 Delete duplicate word 'accordance'.
- 11.6 Change 'finance committee' to 'a nominated councillor'.
- 13.6 Typo, 'form' should read 'from'.

It was RESOLVED that the financial regulations as amended be adopted.

Cllr David Curtis warned of the potential security threat of using AI, especially for processing confidential or sensitive information. He feels councils should be cautious and develop a clear protocol to manage this risk appropriately.

10. Review of delegation arrangements – and to consider creating a committee with delegated powers to manage the Pavilion and Playing Fields.

A report had been circulated with the pros and cons of setting up a committee in a small council. Some councillors felt that committees needed delegated powers to avoid discussing things twice, and suggested bringing in the Playing Field Committee too.

It was RESOLVED to set up a committee with delegated powers to manage the pavilion and playing fields and ask the clerk to draft terms of reference for the committee.

11. Review of representation on or work with external bodies and arrangements for reporting back.

The following representatives were appointed:

- Village Hall: Cllr Lara Lowe
- Road Safety Group: Cllr Chris Plyming
- Sewage Group: Cllrs Malcolm Lowe and Martin Underwood

12. Review of inventory of land and other assets (asset register).

It was RESOLVED that the asset register be approved.

The chairman proposed and it was RESOLVED to bring the forward items 24 and 25, Annual Governance and Accountability Return (AGAR) and Finance. They were discussed next but are recorded at the appropriate number for ease of reference.

13. Confirmation of arrangements for insurance cover in respect of all insurable risks.

Following a discussion about changes in cover:

It was RESOLVED that the policy be renewed with Clear Councils.

It was further RESOLVED to approve payment of the invoice on Friday to ensure continuity of cover. Cllrs Peachey and Lara Lowe would authorise payment at the bank.

14. Review of the Council's and/or staff subscriptions to other bodies i.e. Warks ALC.

It was RESOLVED to continue membership of WALC and the Open Spaces Society.

15. Review of the Council's complaints procedure;

16. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

17. Review of the Council's policy for dealing with the press/media;

18. Review of the Council's employment policies and procedures;

It was RESOLVED that the above policies in 15 – 18 be approved en bloc.

19. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

The Clerk reported that no expenditure had been incurred under s137 because the Council held the General Power of Competence.

20. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

It was RESOLVED that the council would continue to meet on a last Thursday of the month, except in December when a meeting would be held on the third Thursday.

Other business to be transacted:

21. Planning Applications: To agree responses to planning applications.

21.1 To report planning decisions at variance with the views of the Council.

It was noted that 25/00408/ADV Advertisement consent had been refused.

21.2 To consider any applications notified since publication of the agenda.

25/01242/TREE: Bookend Cottage Campden Hill Ilmington Shipston-on-Stour CV36
4JF - T1 - yew - Reduce crown by 1m - 1.5m all round.

Comment: NO OBJECTION.

22. Grace's Playground

22.1 To receive the routine inspection report(s) and consider any actions arising.

Playdale had repaired steps on the toddler unit, but had identified additional repairs.

It was RESOLVED to accept the quote from Simon Healey of £50 to cover concrete.

It was RESOLVED to accept the quote from Playdale of £954.17 ex VAT for repairs.

Action: Clerk to seek quotations for repairing the gateposts on the sand pit.

22.2 To consider quotations for playground sign(s) acknowledging donors.

It was RESOLVED that the quotation from Wright Signs of £1,250 be approved for the supply and installation of a sign for the playground.

Action: Clerk to place the order and liaise with Cllr Malcolm Lowe over installation.

23. Ilmington Playing Fields / Pavilion

23.1 To consider event application for Ilmington School Sports for the Colour Run.

It was RESOLVED that the application be approved.

23.2 To receive the Pavilion H&S Risk Assessment and consider actions arising.

The report had been circulated. A number of actions are being addressed.

23.3 To receive the findings of the Fire Risk Assessment and consider actions arising.

The report had been circulated. The most pressing action is to add panic hardware on the kitchen door. The Clerk had started seeking quotes.

23.4 To report action under Clerk's delegated authority to commission Dakro to carry out a Legionella risk assessment at a cost of £450 ex VAT.

The assessor had visited on 27 May; the report was not back yet. It was suggested that the council consider decommissioning the showers.

24. Annual Governance and Accountability Return

24.1 To receive the Annual Internal Audit Report.

The report was received.

24.2 To approve for signing the Annual Governance Statement.

It was RESOLVED that the council could answer Yes to Assertions 1-8, Not applicable to 9, and the Annual Governance Statement be approved.

24.3 To approve for signing the Annual Accounting Statement.

It was RESOLVED that the Account Accounting Statement be approved.

24.4 To confirm the period for the exercise of public rights from 3 June to 14 July.

It was RESOLVED that the above dates be confirmed.

25. Finance & Admin

25.1 To approve the bank reconciliation to 30 April 2025.

25.2 To receive the budget monitoring report for the year to date.

The Clerk reported that it had not been possible to produce the finance reports due to a software error. A support request with Rialtas was in progress.

25.3 To approve payments as per the schedule below.

It was RESOLVED that invoices from Dakro for £570 and from Simon Healey for £864 dated 28 May be added to the payments list and the payments be approved.

Date	Payee	In respect of	Amount
25-Apr	Ilmington Village Hall *	Room hire	£ 30.00
30-Apr	Playdale	Playground repairs	£ 1,355.66
30-Apr	Simon Healey *	Mowing	£ 432.00
30-Apr	Jane Wileman *	Cleaning	£ 81.99
02-May	Start Safety ‡	Reflective tape	£ 24.73
03-May	Jane Wileman *	Pavilion kitchen deep clean	£ 140.00
08-May	Force 4 Chandlery ‡	Cork keyrings	£ 23.70
09-May	Waterplus *	Water charges	£ 92.60
13-May	Microsoft ‡	Exchange Online	£ 9.44
13-May	Microsoft ‡	Refund Exchange Kiosk	-£ 4.53
15-May	Asda Mobile ‡	SIM only bundle	£ 5.00
16-May	Clear Councils	Insurance	£ 1,790.27
16-May	Flashback Tape ‡	Reflective tape	£ 25.54
20-May	Royal Mail ‡	Postage	£ 3.45
28-May	Dakro Air & Water	Legionella risk assessment	£ 570.00
28-May	Simon Healey	Mowing	£ 864.00
31-May	Unity Trust Bank	Account fee	£ 6.00
31-May	Staff costs	May payroll	£ 648.46
* Already paid ‡ Paid with card TOTAL			£ 6,098.31

26. Future Agenda Items

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

Already noted: Biodiversity Plan, Padel Courts, Risk Register (June).

27. Next Meeting

Thursday 26 June 2025, 7:30pm in Ilmington Community Shop Café.

Post-meeting note: three members later gave their apologies for this date, so it was agreed to call the meeting on **3rd July 2025**.

There being no further business, the meeting closed at 9:55pm.

Signature of Chairman on approval of the minutes: _____