Ilmington Parish Council

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL held in Ilmington Community Shop on 3rd July 2025 at 7:30pm**

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

**In attendance**: Pauline Rigby (Clerk) and five members of the public

1. **Apologies for Absence**

   Apologies received from Cllrs Malcolm Lowe and Chris Plyming.

2. **Declarations of Interest**

   Cllr Peachey had declared an interest in the item about the Bowls Club and had been granted a dispensation to participate to prevent the council becoming inquorate.

3. **County and District Council Reports**

   Councillor Curtis had sent his apologies.

   Cllr Skinner was not present.

4. **Public Forum**

   A resident provided an update on Severn Trent's sewage upgrade, due to begin on 28 July from the corner of Armscote Road, with the first phase expected to take two months. Phase two will continue from the same point towards the sewage works, mostly across fields, and is planned for completion by November. He noted that three sections of hedge will need to be removed for the works, but it will be reinstated afterwards. He asked the parish council to support the related hedge removal application.

   Organisers of Ilmington Show Road said they are in conversation with Severn Trent about keeping the roads fully open during the show to ease any traffic congestion.

5. **Confirmation of Minutes**

   It was RESOLVED that the minutes of the meeting on 29 May 2025 be confirmed as an accurate record and signed.

6. **Planning Applications:** To agree responses to planning applications.

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

   Nothing to report.

   6.2 25/01310/FUL and 25/01311/LBC: Old Fox House, Foxcote Hill, Ilmington, Shipston CV36 4LD – Single storey extension to rear. Expiry 26 Jun.

   No OBJECTION

   6.3 25/01350/TREE: Bookend Cottage Campden Hill Ilmington Shipston-on-Stour CV36 4JF -T2 yew - reduce crown by 1-1.5 metres all round.

   Comment: NO REPRESENTATION

   6.4 25/01233/LBC: Sansome House Back Street Ilmington Shipston-on-Stour CV36 4LJ - Roof re-tiling (amendment to materials of approved applications ref. 24/00428/LBC and 25/00309/LBC).

   Comment: NO OBJECTION

6.5 25/00319/FUL New details: Cross Leys Farm Cross Leys Ilmington Shipston-on-Stour CV36 4RT – Demolition of existing agricultural buildings and erection of five dwellings and associated works, in lieu of extant Class Q prior approval for 8 dwellings.

Comment: Refer to previous comments.

6.6 25/01433/TREE: Hobdays Barn Front Street Ilmington Shipston-on-Stour CV36 4LN: T1 - Magnolia: remove to ground level T2 - Conifer: remove to ground level T3 - Apple: reduce 1m from crown, 0.5m from sides.

Comment: NO OBJECTION

6.7 25/01446/HRN: Proposed removal of 3no. sections of hedgerow, each 3 metres in length at Armscote Road, Ilmington, CV36 4LL – 3 sections of hedge Armscote Road Ilmington.

Comment: NO OBJECTION

6.8 25/01426/FUL: Sunny View Grump Street Ilmington Shipston-on-Stour CV36 4LF - Proposed alterations to Roof, Dormer Windows and Conservatory. Expiry 15 Jul..

Comment: NO OBJECTION providing that the materials are consistent with the Ilmington Neighbourhood Plan and the specifications for the Ilmington Conservation Area for roof tiles and painted wooden windows.

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

25/01526/TREE: Address: The Cottage Campden Hill Ilmington Shipston-on-Stour CV36 4JF - Proposal: T1 - purple cherry - Reduce crown by 2metres and laterally by 0.5metres as per annotated photographs

Comment: NO OBJECTION

**7. Ilmington Road Safety Group**

To approve submission of an application to WCC Highways Community Action Fund for village gateways and consider options for meeting the match funding requirement.

The consultation responses had been circulated. Of those who responded to the consultation, there was evidence of strong support for village gateways. Although the final cost of the project was not yet known, it was noted that the council could allocate money from earmarked reserves, and then replenish reserves from next year's precept.

It was RESOLVED that the submission of the application be approved.

**8. Padel Court Proposal**

A representative of the subgroup developing the Padel court proposal presented plans to convert court 3 to a smaller court for playing Padel tennis. They would like the parish council's approval to submit a planning application and support with the biodiversity requirements of the application. A key issue is who would hold the contract for the construction. As the tennis club is not a legal entity, they are asking the parish council to place the order. Gift Aid on donations and VAT are also important considerations. Without agreement on contract management and finances, the project may not proceed.

Members of the council were supportive of the project in principle but details of finance would require further discussion. A short report outlining options for collaboration had been circulated. The Clerk was asked to forward the document to the Tennis Club, who would respond after reviewing its contents.

9. **Ilmington Playing Fields**

9.1 To consider event application for Ilmington Show on August Bank Holiday.

It was RESOLVED that the application be approved.

9.2 To consider the Show Committee request to install a new temporary access point on the playing field boundary with a demountable fence.

It was pointed out that they would need to apply each year for permission to open the access, which could be included as part of the annual show application.

It was RESOLVED that permission is granted to create the new temporary access to the playing field on the basis of the proposal provided.

9.3 To consider re-hanging/replacing gate on the dog exercise/overflow parking area.

Cllr Peachey reported that the contractor had difficulty sourcing the gate as it was not a standard product, and he had suggested a metal plate that would hold the gate in position when open as an alternative option. Following a discussion:

It was RESOLVED to give delegated authority to the Clerk in consultation with the Chair to ensure that a solution was in place before the Show.

9.4 To approve an application to the Community Orchard Fund (WCC).

It was RESOLVED that the application be approved.

Cllr Underwood reported that he had started drafting an application to the Community Climate and Nature Fund (CCNF) which was an opportunity to get funds for pond restoration and safety measures. To be included on the next agenda.

9.5 To discuss tree care and mulching of the new trees

It was RESOLVED that 10 bags of mulch be purchased.

It was requested that hedge cutting be included on the next agenda.

10. **Ilmington Pavilion**

10.1 To adopt Terms of Reference for a Pavilion Committee, appoint members and agree date of first meeting.

A draft Terms of Reference had been circulated. It was agreed that the quorum of the committee would include at least one councillor.

It was RESOLVED that the terms of reference as amended be adopted.

Members: Cllrs Karen Peachey, Lara Lowe, and Martin Underwood.

First meeting: Friday 1st August, 10am at the Pavilion.

10.2 To approve special conditions for the use of bouncy castles.

It was RESOLVED to add special conditions for use of bouncy castles to cover insurance requirements.

10.3 To discuss pavilion projects for application to WCC County Councillors Fund.

Not covered at this point in the meeting [but see item 18] .

11. **Bowls Club**

To consider request to attach banners to the green netting on the perimeter.

It was RESOLVED that the request be approved.

**12. Grace's Playground**

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

It was noted that Playdale had completed the repairs to the stepping posts.

A recent inspection had revealed that the climbing wall posts were loose in the ground.

Action: Clerk to seek quotation from Playdale.

A quote for repairing the sand pit gate and fencing had been received. Councillors requested another quote was sourced.

**13. Highways Matters**

13.1 To discuss protection of verges in the village and agree actions arising.

It was RESOLVED to explore the regulation and costs of installing small posts to protect selected boundaries of the village green.

Also, signs saying "no parking on the grass by order of the parish council"

13.2 To discuss management of road closures and agree any actions arising.

It was RESOLVED to write letter to Tempo Events requesting for future events they comply with the required signage in accordance for the road closure permission.

**14. Finance & Admin**

14.1 To note payment received of £4,499.14 in CIL. This was duly noted.

14.2 To approve the bank reconciliation to 31 May 2025.

It was RESOLVED that that bank reconciliation be approved.

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

The report had been circulated.

14.4 To approve payments as per the schedule below.

It was RESOLVED that an invoice from Simon Healey for £864 dated 30 June be added to the payments list and the payments be approved.

| Date | Payee | In respect of | Amount | |
|---|---|---|---|---|
| 30-May | Playdale * | Playground repairs deposit | £ | 477.08 |
| 30-May | Jane Wileman * | Cleaning | £ | 90.00 |
| 09-Jun | Waterplus * | Water charges | £ | 95.60 |
| 12-Jun | Microsoft ‡ | Exchange Online | £ | 9.44 |
| 13-Jun | Simon Healey | Mowing, slide and gate | £ | 1,597.20 |
| 13-Jun | ETI Thermometer Shop ‡ | Thermopen probe | £ | 75.60 |
| 15-Jun | Asda Mobile ‡ | SIM only bundle | £ | 5.00 |
| 18-Jun | Start Safety ‡ | Refund | £ | - 17.95 |
| 24-Jun | Playdale | Playground repairs balance | £ | 477.08 |
| 24-Jun | Microsoft ‡ | Kiosk email accounts | £ | 66.53 |
| 26-Jun | P Rigby | Expenses claim (mileage) | £ | 64.80 |
| 30-Jun | Simon Healey | Mowing cuts 7 and 8 | £ | 6.00 |
| 30-Jun | Unity Trust Bank * | Account fee | £ | 864.00 |
| 30-Jun | Staff costs * | June payroll | £ | 648.46 |
| * Already paid ‡ Paid with card | | TOTAL | **£** | **4,458.84** |

14.5 To approve transfer of funds to Equals Money account

It was RESOLVED to transfer £250 to the Equals Money account (retrospective).

14.6 To confirm that pensions re-enrolment duties have been completed.

The Pensions Regulator had letter confirming that duties had been completed..

15. **Correspondence:** To consider actions arising:

15.1 Correspondence re speeding on the Armscote Road. The resident had been put in contact with the Ilmington Road Safety Group.

15.2 Letter from WCC and Atlas Tower: Improving mobile phone coverage in Ilmington.

It was RESOLVED to consult with the village on whether they would support a new mobile mast if it improved coverage. Article to go in Parish Magazine and online.

15.3 WALC Membership Survey.

It was RESOLVED clerk fill in factual questions and to capture responses from councillor to the opinion questions.

15.4 Campaign to reinstate funding for Neighbourhood Planning

It was RESOLVED to send the campaign letter.

**16. Member Reports** (for information only)

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

None to report.

**17. Future Agenda Items**

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

Already noted: Risk Assessment, Biodiversity, Civility & Respect Pledge.

To be added: Grant application to WCC Cllrs Fund, Pavilion caretaker.

**18. Closed Session**

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.

To discuss Clerk's working hours and overtime.

It was RESOLVED that the Clerk can work up to 4 hours per week of overtime per week, to be reviewed at the next meeting.

It was noted that item 10.3 had been overlooked earlier in the meeting, and

It was RESOLVED to apply for a grant to replace the triangular windows at the Pavilion.

**19. Next Meeting**

Thursday 31 July 2025, 7:30pm in Ilmington Community Shop Café.

There being no further business, the meeting closed at 10.00pm.

Signature of Chairman on approval of the minutes: ______________________________