

MINUTES OF MEETING

Name of Meeting	Ordinary Long Itchington Parish Council Meeting (LIPC)
Date, Time and Venue	Wednesday 6 th September 2017 at 7.30pm in Long Itchington Community Centre.
Meeting Chair	Cllr Barbara Atkins – Chairman (BA)
Minute Taker	Mrs Helen Stewart (HS) - Clerk
Attendees	Cllr Ian Briggs (IB), Cllr Jon Venn (JV), Cllr Wendy Charles (WC), Cllr Rosie Reeves (RR), Cllr Richard Jackson (RJ), Cllr Anne Fessi (AF),
Apologies	Cllr Bob Stevens (BS), Cllr Linda Clark (LC), Cllr Sally Shillitoe (SS), Cllr Dave Riches (DR).

Items Raised during the Public Forum: -

There were no items raised.

Agenda Number	Minute	Action	Date for Completion
1.	Apologies Cllr Bob Stevens (BS) & Cllr Linda Clark (LC), Cllr Sally Shillitoe (SS) & Cllr Dave Riches (DR)	No Action	
2.	Declarations of Interest There were no Declarations of Interest.	No Action	
3.	Minutes of the Meeting held on 5th July 2017. The minutes were accepted by LIPC and signed by BA as Chairman	No Action	
4.	Action from Minutes a. HS to arrange a date with WC to discuss the correspondence with companies whose vehicles travel through Long Itchington. b. IB was unable to obtain a quotation for the drying of the bole of the beech tree. Decisions on how it should be cut before drying must be made. WC will liaise with Ian Fletcher regarding this matter. AF to ask for suggestions via The Diary. c. BA will arrange a noticeboard for Spinney Fields. d. Public consultation on closure of children centres has been shared via the village website. f. Any correspondence regarding the BUAB was delegated to the Neighbourhood Planning Group. g. HS to arrange a Date for Terms of Reference meeting. h. RJ & SS attended the PCC, who have objected in the strongest terms. RJ has drafted a letter to the Bishop which was agreed however it will not be sent yet. Only if the 5-Year Land Supply falls over, or if it is confirmed that the diocese is planning to build on the land then the Parish Council will petition the Bishop via the agreed letter. It was agreed to ask WALC is they are aware of other churches in Warwickshire selling their Glebe land.	HS and WC WC BA HS HS	04/10/2017 04/10/2017 04/10/2017 04/10/2017 04/10/2017
5.	Report from County and District Councillors Cllr Bob Stevens issued a full written report.	No Action	
6.	Police and Community Safety Items a. The Speed Gun has been calibrated. The team are focusing their efforts currently on the Leamington Rd. b. Suspicions of drug dealing in the Co-op car park, residents must call 101 to report suspicious activity. The Parish Council continues its close liaison with the police. Councillors have met at the field; RJ & WC are looking at a quote from a professional	WC & RJ	

	company to install CCTV. Long Itchington has been subject a spate of vandalism.		
7.	AED Maximum of 12 people can attend a First Aid Course. HS will arrange and liaise with BA regarding the advertising of this.	HS & BA	04/10/2017
8.	Toilets Green End A proposal was made by JV to make the renovation of the toilet block a priority. A professional company advised that the foundations and structure can be salvaged. Discussions followed about employing a project manager to lead the refurbishment. IB suggested that improving the pavilion and toilets should be amalgamated for reasons of possible asbestos and drainage problems. He suggested to build something modular. A discussion ensued and JV added a caveat to his original proposal to ensure that the drainage and plumbing have the capacity to supply the pavilion and changing rooms when they are also refurbished. This proposal was accepted by all present. RJ will obtain costs for (1) refurbishing the structure which is already in place and (2) for demolishing and rebuilding.	RJ	04/10/2017
9.	Pitch Hire Agreements Currently three teams have an agreement with the Parish Council to use the football pitch at Green End:- LI Juniors (Wulfstan Dynamos) LI Seniors Rugby FC. WC, JV, RJ and LB met with all teams recently to ensure they understood the terms of their agreement. Rugby FC requested a longer-term agreement (seven years.) It was felt that LIPC could not offer this currently as the future of the Pavilion is uncertain. A discussion ensued regarding the relationship between the players and the residents. LB to send a firm email to all Football Teams regarding their behaviour on the pitch and within the pavilion. A full timetable of fixtures should be shared by the teams and the Parish Council display it. A board for this to be purchased.	LB	14/09/2017
10.	Memorial Wall RJ will consider engagement with other engraving companies who may offer LIPC and residents more flexibility.	RJ	04/10/2017
11.	Playgrounds RJ proposed that after receiving professional advice from Paula Cheesman, Country Parks Manager for WCC there is no requirement to move the play area. LIPC must ensure that the equipment is well maintained and safe to use but the personal safety of the children playing on it is the responsibility of the parents. To encourage parental supervision at the play area in Leigh Crescent a new bench will be installed and RJ will look at appropriate signage with suggested ages groups of the children the equipment is suitable for. The grant from WREN for the play equipment has been received so the installation can start within 8 weeks. RJ also proposed to move basketball area to Green End or Model Village. It was agreed. RJ will make arrangements.		
	Reports for Information		
12a.	Communications Group	BA	04/10/2017

	No meeting. Stuart Shearsby has suggested a new more appropriate email system with a back -up system for working from home remotely. The quote for this is £54 per year. This was agreed and delegated to the Communications Group to arrange.		
12b.	Community Centre It was agreed that a bookings process meeting should be held on Thursday 28 th September at 10am. HS to arrange.	HS	28/09/2017
12c.	Emergency Planning A public flood meeting led by Rebecca Boulton from the National Flood Forum has been arranged in the Green Man for Monday 25 th September.	No Action	
12d.	Neighbourhood Planning Group Given feedback on BUAB. Next meeting Tuesday 12 th September. Public meeting went well it will be repeated for those public that could attend	No Action	
12e.	Environment Working Party The Christmas Tree will be put up on 2 nd December 2017. It was agreed to purchase new lights.	WC & LB	04/10/2017
12f.	LILAC Report received and accepted.	No Action	
12g.	Planning – No concerns.	No Action	
12h.	Bloor Homes Development Welfare unit is on the Parish Council car park – BA to request compensation from McVeigh £150 per week	BA	04/10/2017
12i.	Spinney Fields Car park maybe built in October – a note about this should be included in The Diary.	AF	12/09/2017
12j.	Cemex Site SDC Planner has refused suggested housing mix by David Wilson Homes.	No Action	
12k.	HR It was agreed to purchase the handyman a mobile phone as part of the lone working risk assessment.	HS & LB	04/10/2017
12l.	War Memorial Deciding final specification for the War Memorial. The fundraising group will transfer the funds to the Parish Council accounts and LIPC is responsible for the long-term maintenance. Draw up official agreement between the War Mem group and the PC.	LB	04/10/2017
12m.	HS2 A public meeting will be hosted by LIPC on 21 st October 2017 including a Q&A session.	No Action	06/09/2017
13a	Finance Financial report received. Finance meeting next week.	No Action	
13b	JV proposed that the payments list for August and September be approved. This was seconded by RJ and agreed unanimously.	No Action	
14.	Correspondence <ul style="list-style-type: none"> • J E S Bradshaw –cars parking inconsiderately on Bascote Lane • Johanna Todd – Dangerous traffic speed • Brian Smith – Footpaths Report 	No Action	
15.	Any Other Business For the next meeting, number of Parish Councillors review. (HS to establish the requirement.)	HS	04/10/2017
16.	Next Meeting.		

	The next public meeting is scheduled for 4th October at 7.30pm in the Community Centre.		
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Meeting Closed at 9.35pm