

MINUTES OF MEETING

Name of Meeting	Ordinary Long Itchington Parish Council Meeting (LIPC)
Date, Time and Venue	Wednesday 7th June 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 Linda Clark (LC), Cllr Ian Briggs (IB), Cllr Richard Jackson (RJ), Cllr Jon Venn (JV), Cllr Sally Shillitoe (SS), Cllr Wendy Charles (WC), Cllr Anne Fessi (AF), Cllr Bob Stevens (BS).
Apologies	Cllr Rosie Reeves (RR) & 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 Rosie Reeves and Cllr Dave Riches	No Action	
2.	Declarations of Interest There were no Declarations of Interest.	No Action	
3.	Election of Vice-Chair Councillor Jon Venn was nominated to stand by the Chair (BA); seconded by IB. Unanimously agreed and elected.	No Action	
4.	Minutes of the Meeting held on 3rd May 2017. The minutes were accepted by LIPC and signed by BA as Chairman	No Action	
14. Taken early	It was agreed to take all Finance items at this stage in the meeting. Finance. 14.1 Annual Governance Statement read. Acceptance proposed by SS and seconded by WC and unanimously agreed by all 14.2 Accounting statement as agreed by internal auditor was agreed by all. 14.3 Thanks were given to LB for excellent work on the Accounts 14.4 RJ & LB noted that a re-formatted finance report will be used from now on – and VAT will be claimed on a 3-monthly basis. Finance meetings will take place quarterly. Acceptance of the financial report and June payments proposed by LC and seconded by RJ. All agreed.		
5.	Action from Minutes 4. HS has contacted Head Office and asked the Co-op to purchase a litter bin and install it in the car park. So far, no response 4. The replacement swings have been ordered for Green End Playground. 4. Ditch & Land opposite Co-op – BA will contact 4. SS will contact the Canal & River Trust to arrange a meeting with the neighbourhood planning group. 8. IB & RJ are continuing with their work to produce a design brief from which a required skills list will be created.	BA IB/RJ	July 5 th

	<p>9c. The Neighbourhood Planning Group will be holding a public meeting to share the survey results and that the Water Margin owner and architect will be invited to attend. HS to write to Water Margin representatives</p> <p>9f. The playground equipment has been purchased. RJ will arrange the transfer from that site to a storage place within Long Itchington.</p> <p>11b. LIPC will not be submitting an entry for the Village of the Year (Channel 4) on this occasion.</p> <p>11c. BA has contacted Stanley Freeman and left a message but call was not returned</p> <p>11f. The concerns of local residents regarding the misuse of land on the Marton Rd have been reported to the Camping and Caravan Club and SDC Planning Enforcement Officer.</p> <p>16. Community Recognition Awards – All to email WC with suggestions before next meeting on the following issues: <i>Where, when, what given, categories for awards – possible categorisations Contributions to the young, the old, the environment, promoting the community, the disadvantaged in the community</i></p>	<p>HS</p> <p>RJ</p> <p>ALL</p>	
6.	<p>Report from County and District Councillors</p> <p>Formal congratulations were offered to Cllr Stevens on his re-election</p> <p>A verbal report from Cllr Bob Stevens of Warwickshire County Council included the following: -</p> <ul style="list-style-type: none"> - A meeting to take place with BS, BA & WC to discuss Highways matters - There is a delegated members' scheme of £50K – all applications for projects of £6K will be considered. - £5K Communities' Grant opens in July - HS2 – no appointment of contractors 	BA/WC/BS	
7.	<p>Police and Community Safety Items</p> <p>PC Cramp on temporary secondment elsewhere. PCSO Katrina Taylor will be our contact in the short term.</p>		
8.	<p>Speeding & Traffic</p> <p>The letter to the Police Crimes Commissioner to request he deploy the mobile speed camera to Long Itchington was acted upon very quickly.</p> <p>WC gave the Council a very comprehensive report; decision points are:</p> <ul style="list-style-type: none"> • Council needs to be more pro-active • All agreed that the purchase of speed and junction signs for the Leamington Road are a good idea. • All agreed that it was a good idea to write to local companies who have large vehicles driving through to remind of speed limits. • Keep up the pressure on gaining a police operated speed gun in Village. 	<p>WC/HS</p> <p>WC/HS</p>	
9.	<p>AEDs</p> <p>Boxes are installed at The Shop and The Harvester. Need to establish charging status of AEDs themselves before installing. Agreed to write letters of thanks to The Harvester and the Shop offering annual payment for power supply - £20 per annum.</p>	<p>No Action</p> <p>BA/HS</p> <p>HS</p>	

	Tranter have offered free training for 12 residents. Need poster to advertise	HS	
10.	Scarecrow Competition Permission granted to place scarecrows on public land for the duration of the competition. BA to inform Committee	BA	
11.	Copper Beech Tree After the felling. IB will coordinate what to do with the remains. Will contact Ian Fletcher. Need communication to community vis a vis status of the remaining timber. IB to obtain quote for commercially drying out. Need to contact Colin Sheasby re: replacement tree	IB BA IB HS/CP	
12.	Welcome to Spinney Fields residents It was decided to do the following: <ul style="list-style-type: none"> • Hold a car parking opening ceremony • Invite SF residents to NP public meeting • Push forward with noticeboard for Spinney Fields 	BA	
	Reports for Information		
13a.	Communications Group Have created a pro forma “terms of reference” for each working party of the PC to complete and then discuss at full PC	ALL	On Going
13b.	Community Centre Next meeting in June.	No Action	
13c.	Neighbourhood Planning Group All to consider the policy document and feedback thoughts for next NP meeting on June 26 th . Holding a public meeting on day between 24 th – 28 th July – giving results of survey and distributing draft policy document for feedback.	ALL	June 26th
13d.	Emergency Planning Emergency Plan template is almost complete. Michael Enderby will conform at next meeting. Following that there will be a parish Emergency Plan put to full council for approval	JV/SS	
13e.	Environment Working Party Minutes of last meeting read and accepted. Tractor will be back on field by summer holidays	WC/RR	5 th July
13f.	LILAC Report received and accepted. Memorial garden open. Need article for the Diary.	RR	5 th July
13g.	Planning – No concerns.		
13h.	Bloor Homes Development No report		
13i/j.	Spinney Fields and Cemex Site See report		
13k.	HR Review of Clerk Role ongoing. Report to next PC meeting.	JV	July 5 th
13l.	War Memorial Event this Friday. Mock-up of proposed memorial has been displayed – put pictures on website	JV / AF	
13m.	HS2		

	At time of PC meeting event was still arranged for July.		
15.	<p>Correspondence</p> <ul style="list-style-type: none"> • WALC – End of WWI Commemoration Event – to be passed to WARMLI. • Letter from Helen O’Connor re speeding – covered under item 8. • Footpath Report – received • Thank you letter from Wells family re: car park re-surfacing • Beer Festival Debrief notes received. • Request for £200 for 2017 Shows received from Mary Elkerton – Agreed • Anti-social behaviour report received. Invite resident to meet to discuss. Pass to Orbit. • Letter received about status of Southam Surgery. • Letter received from Graham Beatty re; White’s Spinney. CP to draft a response. 	<p>IB</p> <p>HS BA</p> <p>CP</p>	
16.	<p>Any Other Business</p> <p>A formal expression of thanks was made to Ian Briggs for his contribution a Chair.</p>		
16.	<p>Next Meeting.</p> <p>The next public meeting is scheduled for 5th July at 7.30pm in the Community Centre.</p>		

Meeting Closed at 9.10pm