

LONG ITCHINGTON PARISH COUNCIL – DRAFT MINUTES

Annual General Meeting followed by Parish Council meeting held on Wednesday, 4th. May, 2016, at 7.30 p.m.

in the Community Centre, Stockton Road, Long Itchington

Those attending: Ian Briggs (IB) Barbara Atkins (BA) Anne Fessi (AF)

Richard Jackson (RJ) Rosie Reeve (RR) Jon Venn (JV) Sally Shillitoe (SS)

County Councillors: Bob Stevens (BS)

District Councillors: Dave Riches (DR)

Members of the Public: Keith Turnecliffe (KT) Christopher Purser (CP) Jo Hill (JH)

MINUTES

1.0	Apologies accepted: LC, P.C. Cramp	Actions
2.0	<p>a) Election of Chairman for 2016/2017: Ian Briggs proposed by JV, seconded by RR.</p> <p>b) Election of Vice-Chairman for 2016/2017: Barbara Atkins proposed by IB, seconded by JV.</p> <p>c) Election of Working Parties for 2016/2017:</p> <ul style="list-style-type: none"> i) Community Centre Management Committee: LC, SS, WC ii) Communications: BA, AF, SS, JV iii) Emergency Planning: JV, LC, IB, SS iv) Finance: IB, BA, LC, RJ v) LILAC: RJ, RR, IB vi) Environment: IB, LC, WC, RR vii) Planning: IB, LC, JV, SS viii) Neighbourhood Plan: RJ, BA, JV, SS 	
2.1	<p>Human Resources Sub-committee proposed: It was felt that, in order to facilitate training for councillors to co-ordinate effectively, a new H.R. sub-committee was proposed by JV. It was seconded by IB and unanimously approved.</p>	JV
	<p>AGM closed 7.50. <u>Monthly Parish meeting opens:</u></p>	
3.0	<p>Questions from members of the public:</p> <p>JH Jo brought a diagram of the changes to be completed in the Leigh Crescent play area. The cost could be in the region of £44,000.00, which will be raised through fund-raising and grants. A questionnaire is going out for feedback from local resident. Article to be put in the Diary. Thanks to JH.</p> <p>KT: Keith asked about the possibility of the speed limit on Southam Road to be 30m.p.h. as well as other roads through the village. It is a condition for the Marton Road development. KT felt that the website needs a greater degree on up-dating. He was assured that it will be updated and improved. He will be added to the e-mail list.</p> <p>CP: Christopher asked if training might be available to a member of staff. A general discussion concluded that more training is needed for all employees. BA proposed a training policy, JV seconded this, and it was unanimously agreed.</p>	BA JV CP
4.0	<p>Parish Council Standing Orders: Minutes from 19.5.15 signed and dated. BA proposed acceptance, seconded by JV. AF, BA and IB will go through the orders in August to review and change where appropriate.</p>	IB BA
5.0	<p>Declaration of Interests: Each member of the Council is responsible for determining if they have a personal interest in any item on the agenda and</p>	

	should declare it at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest the member must withdraw from the room unless one of the exceptions applies. Councillors are reminded that they must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for themselves, their family, friends or close associates.	
6.0	Minutes of the meeting held on the 6th April, 2016 to be approved: BA proposed, seconded by RJ. Agreed unanimously.	
7.0	Police items/Neighbourhood Watch: PC Cramp apologised for absence. Recent issues include: Beer festival – alcohol was taken from an underage youngster. Cars have been tampered with and garages were damaged in Leigh Crescent Speeding - 101 motorists written to by police. Speed-gun - needs more volunteers. It was suggested that speed camera signs might assist in reducing speed. Highways will be approached. "Take care" signs to be put on Bascote Road where possible. In response to public concern, the PC will investigate how to reduce the speeding on Bascote Road. Highways need to be informed that the speeding sign has been changed to 60 from 50. A puffin crossing on Stockton Road may help matters on that road.	LR LR
8.0	Report from County Councillor Stevens: Southam College was oversubscribed; 278 accepted, 46 appeals. Academies may be an issue soon as in Multi Academy Trusts. Junction 12 on M40 should be finished by end June, 2016.	
8.1	Report from District Councillor Riches: The core strategy consultation finishes on 12th May with potential adoption on 25 th July. The Gladman appeal is on 23.8.16. Long Compton's Neighbourhood Plan was adopted by Stratford District Council.	
9.0	Committee Reports: see below.	
9.1	Communications: Recent technical issues have led to problems with the PC email working correctly. To completely rectify the situation a new email address would be needed, which is not planned at present. A 'work around' solution has been achieved.	
9.2	Community Centre: a meeting was held and minutes have been circulated.	
9.3	Emergency Planning: JV – need for an Emergency Parish Plan. Michael Enderby, Head of Coventry, Solihull and Warwickshire Resilience Team has agreed to help the village with this. Lists of pump operators and refuges are needed, with a cascade communication programme. There will be a meeting to sort these and a template for the new plan is being completed.	JV
9.3.1	Parish Emergency Plan: as above.	
9.3.2	Environment issues: minutes with LC. Potholes survey to be done; the future of the raft will be decided. Pond does not need work until the autumn. The tractor in the Green End playground is to be refurbished and such projects need to be communicated to the public better.	LC
9.4	Finance: Meeting notes attached below. Internal audit to be started soon, followed by the external audit. Cheque list for approval- SS proposed, JV seconded, accepted unanimously. (Post meeting note – internet banking payments missing and approved by majority on 6 th May) Following the Finance meeting, accounts 2015/16 to be reviewed for approval.	

	The Finance Report has to be discussed and the annual statement of governance has to be agreed by the council. This was deferred until the June meeting as the internal audit has not been completed yet.	
9.4.1	Monthly Financial Report: budget and balance sheets attached.	
9.4.2	Grant for Summer Show: A grant of £200.00 was proposed by BA, RR seconded, and was unanimously agreed upon.	
9.5	LILAC Project: 11 active projects, including Leigh Cres play area, which had been presented earlier. The Memorial Garden is to be called the Contemplative Garden, to be designed at the next meeting. All the paperwork is done and finances will be 75% up front, with 25% later and the PC is to help with finance over that period. The changing rooms and toilets refurbishment plans are to be presented to the village for approval. The Scouts are to use the pavilion, if the L.I. group is approved. Thanks to those involved in LILAC for all their hard work.	
9.5.1	Shelter: It was agreed to leave the Shelter as it is for the foreseeable future to gauge the effect of the camouflaging.	
9.5.2	Footpath report: below. Thanks to all the team for the improvements made.	
9.5.3	Beer Festival: 24 th May meeting to discuss the festival. Only one small item to be taken to the debrief meeting – informing residents of road closures. SS and JV to attend the debriefing meeting on 24 th .	
9.5.4	Post Office: It was reported that the Post Office might be opening on 8 th June in The Shop, Leigh Crescent.	
9.5.5	Bus Shelter: This was removed by the PC as it was in a dangerous condition having been struck by a van. It will be replaced in the same location with illuminated strips to increase its visibility.	
9.6	Planning- Monthly report: see below.	
9.6.1	Neighbourhood Planning: Questionnaires to be finalised. Landowners to be identified. The Vision statement is going out soon to all households.	
9.6.2	Enforcement matters: A trader offering knife sharpening is trading illegally on parish land opposite the Co-Op. A letter will be given to him asking him to move on. Motorbikes on the cycle routes are to be targeted in a diary item.	BA
9.6.3	Housing Development Update: Despite damage to roads signs and the verges at Blue Lias approach, the ownership of the lorries has not been ascertained. It was decided to ask developers to inform us of stages of work. BA will contact them about that and about the car park.	BA
9.6.4	Street names: It was suggested to use geographical, tree and hedgerow names. To be done by mid-June. BA will ask Charlotte Griffin, Christopher Purser and Phil Claydon to assist.	BA
9.6.5	Mobile Mast at Colecraft: Local people affected will be consulted. BA and IB to write letter plus a copy of the original specs. A notice will be emailed.	BA IB
9.6.6	Planning rota: LC, SS, JV, IB. Meeting for Gladman response, due by 27 th May. Consultants to be approached by BA.	BA
9.6.7	Report on Solar Farm: appeal is in. Needs to be replied to before 11 th May.	
9.6.8	HS2: Our petition is being heard in the House of Lords.	
10	War Memorial: a meeting was held; the minutes have gone out. The Beer Festival has raised some money. There will be a curry evening in the Harvester on 18 th May to raise funds. The next meeting is at the Green Man on 31 st May, at 8.00 p.m.	
11	Maternity Cover: Liz is on maternity leave now, officially.	
12	Meetings attended/forthcoming meetings: EWP Finance Community Centre AGM	

	War Memorial	
13	<p>Any other business- Information only: Village Hall car park, contact Highways for the resurfacing and what specifications are necessary. New quotes to be requested, according to these specifications. Local flash flooding – Need to ascertain how many homes were flooded in march. E-mails are to go out to get names and addresses, possibly with photos.</p>	LR
14	<p>Date of future Parish meetings: 1st June, 6th. July. Meeting Closed: 10.05p.m.</p>	

Signed: _____ Date: