

## Minutes

<b>Name of Meeting</b>	Ordinary Long Itchington Parish Council Meeting
<b>Date, Time and Venue</b>	Wednesday 6th June 2018 at 8pm in Long Itchington Community Centre
<b>Meeting Chair</b>	Cllr Barbara Atkins (Chairman)
<b>Minute Taker</b>	Mrs Helen Stewart (Clerk)
<b>Attendees</b>	Cllr Ian Briggs (IB), Cllr Linda Clark (LC), Cllr Richard Jackson (RJ), Cllr Jon Venn (JV), Cllr Anne Fessi (AF), Cllr Dave Riches (DR) and Cllr Bob Stevens (BS).
<b>Apologies</b>	Cllr Sally Shillitoe (SS)

**Public Forum:** There were no members of the public present.

Agenda Number	Minute	Action	Date for Completion
1.	<b>Apologies</b> To receive apologies from those summoned to the meeting. Cllr Sally Shillitoe.	No Action	
2.	<b>Declarations of Interests</b> There were no declarations.	No Action	
3.	<b>Minutes of previous Parish Council Meeting</b> The minutes dated 2nd May 2018 were signed as a true and accurate account of the meeting.	<b>No Action</b>	
4.	<b>Actions from previous meeting minutes</b> <b>Traffic:</b> Lighted crossing on the Southam Rd still has not been installed. Cllr Stevens continues to chase the matter from his end. WCC Traffic department will not perform a site visit. LIPC will look into finding a road safety expert to help with the situation and cost its own traffic surveys.	<b>Clerks</b>	<b>04/07/2018</b>
5.	<b>County &amp; District Councillors Reports</b> Cllr Dave Riches gave a brief verbal report: <ul style="list-style-type: none"> <li>- Leadership change at SDC; Tony Jefferson is now leader.</li> <li>- Stoneythorpe Estate.</li> <li>- Water Margin planning application maybe withdrawn. LIPC has objected to the current plans.</li> </ul> Cllr Bob Stevens submitted a written report which is attached to these minutes.	<b>No Action</b>	
<b>Requiring a Decision</b>			
6.	<b>Police and Community Safety Items</b> A meeting took place with PCSO Campion to discuss the current anti-social behaviour. The Police resources do not allow a more proactive approach however LIPC do continue to keep a channel of communication with the Police. New poster to be included in the diary – call 101.	<b>No Action</b>	
7.	<b>Casual Vacancy</b> Two candidates applied for the casual vacancy created in April, the committee agreed to offer the current vacancy to Louis Adam to take up the post from 1 <sup>st</sup> July. This recommendation was discussed and agree unanimously.	<b>No action</b>	
	<b>Casual Vacancy</b> Cllr Rosie Reeves has tendered her resignation with immediate effect. The thanks for her service was extended by		

	LIPC. The notice has been generated by SDC and posted within the village.		
8.	<b>Beer Festival</b> Security was commissioned to police Green End playing field after damage was incurred during the first Bank Holiday weekend in May. The Harvester was the only pub who officially took part in the Beer Festival and had their security and risk assessments in place. It was proposed by Cllr Briggs to engage with the security firm in advance of the next Beer Festival or any other event that historically has brought crowds of people into the village, this was seconded by Cllr Jackson and agree unanimously.	<b>No Action</b>	
9.	<b>Football Teams</b> The season has ended and some teams have requested to use it for training out of season. Some payments are still outstanding. A meeting needs to be arranged with the all the teams in advance of the next hire agreements being signed. LB to arrange this meeting.	<b>LB</b>	<b>15/06/2018</b>
10.	<b>Road Names</b> The road names which LIPC has proposed at the Cemex Site are Keepers Meadow, The Locks, Nelson's Way or Close	<b>No Action</b>	
11.	<b>Film Club</b> BA proposed that LIPC underwrite any loses of the Film Club up to £250 in any one year; this was agreed unanimously.	<b>No Action</b>	
12.	<b>Toilets Green End</b> HS2 have offered to award us the grant of £75,000 to build a new toilet block at Green End and improve the playground facilities. It was agreed to the accept the offer. RJ continues to source contractors to quote for the project.	<b>RJ</b>	<b>On going</b>
13.	<b>Sewage &amp; Flooding Problem</b> Some residents have experienced flooding again on Stockton Rd and Southam Rd. LIPC continue to liaise with Severn Trent, Environment Agency, SDC, the Flood Action Group and other relevant agencies to find a long-term solution to the problem. In the short term, LIPC will educate people on the items which are not flushable i.e.: baby wipes. (note in Diary)	<b>Comms Group</b>	<b>04/07/2018</b>
14.	<b>Approved Suppliers List</b> It was agreed to create an approved suppliers list to avoid the need to find three contractors for every small job that occurs. The rates, and conditions would be set. RJ suggested that we engage with other Parish Council to create our improved suppliers list.	<b>Clerks &amp; RJ</b>	<b>04/07/2018</b>
15a.	<b>Finance</b> IB proposed to accept the payments list for June, this was seconded by LC and carried unanimously.	<b>No Action</b>	
15b.	The Annual Governance statements were read aloud and agreed unanimously. The statements were signed by Cllr Atkins and Liz Bonney as the RFO.	<b>No Action</b>	
15c.	The recommendation from the Internal Auditor is that all regular contractors should be made full employees. This is a matter which should be addressed more fully by the finance group in liaison with the Community Centre Management Committee	<b>LB, RJ</b>	<b>04/07/2018</b>

15d.	The Accounting Statements were considered and accepted unanimously.	<b>No Action</b>	
15e.	RJ proposed that we accept the financial contribution settlement for the 106 money owed to us and it was agreed unanimously.	<b>RJ &amp; LB</b>	<b>04/07/2018</b>
<b>Reports for Information</b>			
16.	<p><b>Committee Reports</b> <b>DOCUMENTS</b></p> <p>a. Communications: It was agreed to go out to tender for the development of a new website which will be more robust and secure.</p> <p>b. Community Centre: AGM 23<sup>rd</sup> May. Sally Shillitoe was voted in as Chairman for the next twelve months and Linda Clark was voted as Vice Chairman. Concerns have been expressed that LIPC should be included in any conversations between the diocesan academy and WCC. LIPC Chairman is seeking legal advice</p> <p>c. Emergency Planning: Multi-agency meeting of the Flood Action Group took place on 6<sup>th</sup> June 2018. Another meeting will take place in September.</p> <p>d. Neighbourhood Planning Group: Planning an open meeting on 12<sup>th</sup> August 2018.</p> <p>e. Environment Issues – Minutes were received of the meeting on 5<sup>th</sup> June. Street Lighting to be added the agenda in July with a report in advance from IB. The proposal to enhance the west side of A423 was agreed and submitted to Cllr Stevens.</p> <p>f. LILAC: There are many overlaps with LILAC projects and other committees. A revised organisational structure will seek to remedy this and be on the agenda for July.</p> <p>g. Planning – nothing contentious has come through.</p> <p>h. HR – setting up a review of the clerk’s job-share. H&amp;S will now become part of the HR group.</p> <p>i. War Memorial: Progresses well.</p> <p>j. HS2: A public meeting will take place in September.</p> <p>k. Recreations: No report</p>	<p><b>No Action</b></p> <p><b>No Action</b></p> <p><b>BA</b></p> <p><b>No Action</b></p> <p><b>No Action</b></p> <p><b>No Action</b></p> <p><b>No Action</b></p> <p><b>No Action</b></p> <p><b>No Action</b></p> <p><b>No Action</b></p> <p><b>No Action</b></p>	
17.	<p><b>Correspondence</b></p> <p>a. Broadband – all reports have been logged the head of Services is now David Platt.</p> <p>b. Dawn Adams – BA will meet to discuss the Leigh Crescent grass areas</p> <p>c. Dawn Adams – BA will respond to the offer of an award cup for significant contributions by residents.</p>	<b>BA</b>	<b>04/07/2018</b>
18.	<p><b>Meetings &amp; Training Events</b></p> <p>19<sup>th</sup> October – Playground Inspection and Management Course. Stuart Kurle and Liz Bonney to attend.</p> <p>Community Forum on 14<sup>th</sup> June at Southam Primary School.</p>	<b>No Action</b>	
19.	<p><b>Any Other Business</b></p> <p>Marton Rd car park extension</p> <p>Open Gardens weekend</p>	<b>No Action</b>	
20.	<b>Date of Next Meeting – 4th July 2018</b>		