

## LONG ITCHINGTON PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 2<sup>nd</sup> JUNE 2010 AT 7.30 pm IN THE COMMUNITY CENTRE, STOCKTON ROAD, LONG ITCHINGTON

**Present: Cllrs:** Barbara Atkins, Ian Briggs, Wendy Charles, David Cobley, Frances Heales, Richard Jackson, Adrian McNally, Christopher Spencer, Russell Wheatley

**Parish Clerk:** Sue Jack

**Members of the public:** 2

- 1 **Welcome to the new Parish Council:** the outgoing Chairman welcomed the newly elected and re-elected councillors to the first meeting of the new Council.
- 1.1 **Declaration of acceptance:** the councillors elected on 27<sup>th</sup> May 2010 signed their declarations of acceptance.
- 1.2 **Apologies accepted:** Councillor Stevens.
2.
  - a) **Election of Chairman for 2010/2011** – Councillor Cobley was re-elected.
  - b) **Election of Vice-Chairman for 2010/2011** – Councillor Spencer was elected.
  - c) **Election of Working Parties for 2010/2011**
    - i) **Community Centre Management Committee** – Cllrs. Atkins, Heales and Charles
    - ii) **Communications** – Cllrs. Atkins, Cobley and Spencer
    - iii) **Emergency Planning** – Cllrs. Cobley, Briggs, McNally and Wheatley
    - iv) **Finance** – Cllrs. Cobley, Briggs, Spencer and Wheatley
    - v) **Highways** – Cllrs. Briggs, Jackson and McNally
    - vi) **Open Spaces** – Cllrs. Heales, Jackson, McNally and Wheatley
    - vii) **Planning rota** – Cllr. Briggs and a rota of two councillors per month
- 2.1 **Questions from members of the public:**

Mrs. Hughes, from Bascote Heath, was still concerned that there had been no action on reducing the speed limit through Bascote Heath. She quoted a report that stated that in areas where the speed limit had been lowered “injuries had reduced significantly”. She also reported that at the meeting at the County Council on 27<sup>th</sup> May, to discuss the dissemination of information about HS2 to residents, it was apparent that due to lack of funds the County Council were not planning to leaflet all residents in the county, although action groups had offered to deliver them to reduce costs. The District Council had claimed not to know of HS2 until 11<sup>th</sup> March 2010 but there was evidence that it was known about on 13<sup>th</sup> July 2009 (West Midlands Leaders Board agenda). Councillor Briggs said an enquiry could be raised under the Freedom of Information Act to discover the date. The Chairman asked Mrs. Hughes to keep the Parish Council informed of what support the action group needed.
3. **Declaration of interests:** none.
4. **Minutes of the meeting held on 5<sup>th</sup> May 2010**

Councillor McNally proposed that the minutes, having been circulated to all councillors prior to this meeting, were signed as a correct record. Councillor Atkins seconded this proposal and it was agreed.
5. **Neighbourhood Watch:** Mr. Alan Charles had taken on this role. Councillor Atkins raised a question about the extent of the Dispersal Order recently imposed on the village by the Police to deal with nuisance youths. It was agreed to ask the Police at the next Community Forum meeting. It was suggested that one of Alan Charles’ first tasks might be to review village areas and representatives which could correspond to the communications “clusters” and that this exercise would provide him with possible assistants.

- 6. Report from District/County Councillor Stevens:** No report due to absence.
- 7 Reports from committees:**
- 7.1 Community Centre:**  
 Councillor Atkins reported that the Autumn Show was arranged for 11<sup>th</sup> September, with a new cake class for men only.  
 It was still hoped to complete the insulation project in August although there were still technicalities to be sorted out with the County Council.  
 The accounts maintained a modest but healthy balance.  
 The next meeting of the Management Committee was on 7<sup>th</sup> June at 10am, although meetings could be held in the evenings in future if this is more convenient for new members. The current Chairman was retiring in October and a new Chairman would be needed.
- 7.2 Communications**  
**See attached report.**
- 7.3 Emergency Planning**
- 7.3.1 Flood pump:** Councillor McNally reported that the pump was now installed in The Green Man garage and Mr. Hancock was arranging a demonstration to train potential users.
- 7.3.2 Church Road drain replacement:** no date had been set for the start of these works.
- 7.3.3 Parish Emergency Plan:** Clerk to update with new Parish Council details.
- 7.4 Finance**
- 7.4.1 Monthly report:** see attached.
- 7.4.2 Payments for approval:** Councillor Spencer proposed that the attached accounts were approved and Councillor Atkins seconded the proposal. All agreed.
- 7.4.3 Annual accounts:** The Annual Accounts were agreed. The Annual Governance Statement in the Annual Return was also approved.
- 7.4.4 Cheque signatories:** the Clerk distributed bank mandate forms to be completed by the new councillors.
- 7.5 Street Lighting/Highways**
- 7.5.1 Faulty Lights:** the light by the Toilet Block at Green End was on all day. Clerk to report.
- 7.5.2 Highways Working Party meeting 19<sup>th</sup> May:** see notes attached. Next meeting to be arranged.
- 7.5.3 Speed limit at `Stockton Road:** it was agreed to write to Highways and ask for a reduction to 20mph, as requested at the Annual Parish Meeting. The proposal to build twelve more housing units opposite the school should add weight to the argument. Councillor Charles asked if it would be a good idea for the Council to buy its' own Speed gun and monitor speeds itself. It was agreed to look into this again.
- 7.5.4 Highways annual works schedule:** it was agreed to write and ask why Model Village had not been included in this years' schedule and why the anti-skid surface by the pedestrian crossing had not been renewed.
- 7.5.5 Parking at Leigh Crescent and Galanos:** cars were parking right up to the junction, making access difficult. It was agreed to ask if it was possible to paint yellow lines at the junction and if the Police would be willing to enforce them. The Chairman said more parking space was needed although the problem was exacerbated by residents wanting to park in front of their own houses and owning several cars in some cases.
- 7.5.6 Flectra signs at Leather Street:** Clerk to report the removal of the signs.
- 7.5.7 Potholes:** Councilolr Briggs reported some repairs had been carried out but many remained to be done. A new survey might be required.

## **7.6 Playing Fields/Open Spaces**

- 7.6.1 LILAC:** Councillor Wheatley, who was also the Chairman of the LILAC group, said that the village Cricket Club was not interested in moving to the playing field. He said the group had agreed that a further survey of residents was required to ascertain their wishes for the future development of the playing field. The Chairman agreed that a new survey, incorporating other areas of information would be very useful.
- 7.6.2 Football pitch hire:** the Council had been approached by Leamington Hibernians with a request to use the football pitch for two years in exchange for carrying out improvement works to the facilities at the playing field. The local junior team, Wulfstan Dynamos, were also planning to put a proposal to the Council and it was agreed to hold a meeting once this was received.
- 7.6.3 Noticeboard for Leigh Crescent:** possibility of a grant to be looked into.
- 7.6.4 Plum tree at Sitwell Avenue:** The Clerk was asked to again chase the Housing Association.
- 7.6.4 Working Party meeting 19<sup>th</sup> May:** see notes attached. Next meeting to be arranged.
- 7.6.5 Smell at Leigh Crescent:** the Clerk reported that Dowdeswells were installing a new pump. It was agreed to ask Severn Trent if they could take over responsibility for it once it was brought up to standard.
- 7.6.6 Bin for Galanos:** Hugh Cobley, a resident, had agreed to organise a suitable site and the emptying of the bin by residents until the District Council agreed to take over.
- 7.6.7 Trees adjoining footpath at Leather Street:** Councillor McNally agreed to have a look.
- 7.6.8 Ball games at Short Lane play area:** a request had been received for a ban on ball games following trouble with older youths. Previous attempts to impose a ban had been unenforceable and not supported by all residents. Changes to the layout of the play area could solve the problem.
- 7.6.9 Footpaths:** it was agreed to ask the Footpath Group for a report on the current condition of the footpath network.

## **7.7 Planning**

- 7.7.1 Monthly report:** see attached planning report and a schedule of current applications and recent decisions.
- 7.7.2 Cemex:** the Chairman and Councillor Charles agreed to attend the next Liaison meeting on 7<sup>th</sup> September.
- 7.7.3 Housing:** the Clerk was asked to get an update on the Stockton Road development from Mr. Ward, the Rural Housing Enabler.
- 7.7.4 Enforcement matters:** a) The Buck and Bell - the flue application was still being considered. b) Fox Farm – a successful prosecution was achieved for not providing information and further enforcement notices were to be issued in the future. c) Marton Road Farm camp site – planning permission would be needed for a permanent camp site – to be investigated.
- 7.7.5 Stratford Planning East Area Committee Meeting 2<sup>nd</sup> June:** the application for the development of the Polo Grounds, previously approved by the Parish Council, was on the agenda for a decision.
- 7.7.6 Planning Rota – June:** Councillors Charles and Spencer.

## **8. Meetings attended/forthcoming meetings**

- 8.1 HS2 Communications meeting 27<sup>th</sup> May:** Councillor Atkins, who attended the meeting, said that there was a need to communicate with the parish, particularly once the formal consultation period began in the autumn. It was agreed that the Council would keep the village up to date with information and deal with resident's enquiries.
- 8.2 Community Centre Management Committee meeting 7<sup>th</sup> June at 10a.m.**
- 8.3 Focus Group meeting on Youth provision Thursday 17<sup>th</sup> June** at Norton Lindsey Village Hall - Councillors Atkins, Charles, Cobley and Wheatley to attend.

- 8.4 Southam Community Forum 23rd June at 7p.m.** at The Priors Hall, Priors Marston with a Police surgery at 6.30p.m.
- 8.5 Briefing meeting for councillors 30<sup>th</sup> June at 7pm.** at Thorn Villa, Thorn Way.
- 8.6 Induction Training for new councillors Saturday 17<sup>th</sup> July** at Alderminster Village Hall
- 9. Correspondence in/to be circulated**
- 9.1** Outlook - CPRE magazine & Agenda
- 9.2** Country Matters – WRCC magazine
- 9.3** Warks. County Council - Wheelie Bin stickers "Slow down"
- 9.4** WALC Newsletter
- 10. Other Items**
- 10.1 Parish Plan:** the Chairman asked that all councillors looked at the projects suggested by the Plan and make their interest in one or two known. A new survey was needed to gauge public aspirations for the future.
- 10.2 Parish Council Election 27<sup>th</sup> May:** the Chairman said that it had been a successful election, producing four new councillors. The turnout of 24.33% was disappointing but probably caused by the election being held three weeks after the General Election. He praised the retiring councillors for their contribution to parish life over many years. The Clerk will report the cost of the election at the next Parish Council meeting.
- 10.3 WALC Standing Orders & Financial Regulations:** the Clerk was waiting for the new forms to be available.
- 10.4 Annual Parish Meeting Actions:** The Clerk reported that all actions from the APM were in hand.
- 11 Any other business (for information only)**
- 11.1** Councillor Spencer reminded the Council that it had been proposed to appoint an assistant to the Clerk once the new Council was elected. He asked if the Clerk could prepare a job description for consideration.
- 11.2** Councillor Atkins said that there had been three entries for the Best Village competition – the LIFE tree project, the Village Calendar and the pubs/Beer Festival.
- 12. Date of meetings all at 7.30 pm in the Community Centre, Stockton Road.**
- |                               |                                |                              |
|-------------------------------|--------------------------------|------------------------------|
| 7 <sup>th</sup> July 2010     | 1 <sup>st</sup> September 2010 | 6 <sup>th</sup> October 2010 |
| 3 <sup>rd</sup> November 2010 | 1 <sup>st</sup> December 2010  |                              |

The Chairman declared the meeting closed at 10 p.m.

**Signed**            **D. Cobley**  
**Date**             **7<sup>th</sup> July 2010**

**LIPC PLANNING REPORT May 2010**

10/00580/FUL 19 Dale Close, Long Itchington – Mr. Murdoch  
Erection of 2-storey and single storey extension  
Approved at Council meeting 5<sup>th</sup> May 2010

## **Communications Working Group**

This group was formed in December 2009 and has had 4 meetings. The members are:

Barbara Atkins (PC)  
Dave Buchholz (IT support)  
Linda Clark (PC Website and IT support)  
David Cobley (PC)  
Ian Fletcher (Diary)  
Chris Hancock (Community Website)  
Sue Jack (Clerk)

The initial stated aims were:

- *To monitor and improve communications to the P C and from the P C.*
- *To aim to give more residents a voice within the community.*
- *To widen communications across the Parish (including between organisations).*

Areas we have covered:

**Noticeboards** – review of administration of existing ones and the taking over of a canal-based one.

### **Parish Council Website**

Linda has taken on day-to-day control and administration with Barbara as editor. We have improved the layout, added a calendar (and other pages) and made efforts to keep it topical. We have improved the speed at which PC items such as minutes and planning items are added to the website. There is still much to do.

### **Community Website**

Dave, Chris and Linda have been working together to improve layout and usability, but there is still much work to be done. We are looking forward to offering village organisations a space on this website. There are plans to upload Community Centre booking forms etc.

### **The Diary**

Ian has instituted different colours for the different issues and has started to send electronic copies to ex-pats. We have changed printers to enjoy savings in outlay. We have explored using volunteers to deliver but this has not been successful. Sue and Barbara have carried out an audit of Parish addresses to make sure all receive a copy.

### **E-mail communications/mobile phone/digital communications**

We are exploring the possibility of communicating to parishioners in different ways. This idea is still in its infancy.

### **Neighbourhood clusters**

Barbara is working towards dividing the village up into areas for the more efficient dissemination of information and with a view to tying up with Neighbourhood Watch areas.

One meeting has been held with some of the Leamington Road/Green End residents to discuss anti-social behaviour. Much more work is required on this issue across the village.

### **Parish Council Efficiency**

Councillors on the last Council were asked for their views on improvements to PC efficiency and a report has been compiled.

## Highways Working Party meeting 19<sup>th</sup> May 2010 – Notes

Apologies: Cllr. Briggs Present: Cllrs. Loughman & McNally & the Clerk

**1. Idea of a pedestrian crossing by Buck and Bell** – a request has been put to Highways. The verge and road opposite the pub are low priority according to Mr. Byrne. PC to put posts in? Possibly get a grant (Conservation Area improvement?) or donation. Councillor Briggs to devise some options for consideration.

### **2. New Highways signs:**

Height restriction signs needed for bridge at Snowford Hill near pond and weight limit on river bridge, Leamington Road and at the Fosse end of the road – requested from WCC. Informed that there is a backlog of requests and will be looked at as soon as possible.

### **3. New name signs:**

“The Green” - the Clerk had requested a sign for the green by the notice board in Church Road.

**4. Bus shelter at Short Lane** – installed. Clerk to invoice WCC.

**5. Grit bins** - list provided to WCC –some had been filled. Clerk to check if new bin at Bascote had been filled.

**6. Smell at Leigh Crescent** - Mr. Stringer of Dowdeswells says a new pump has been ordered after problems with their contractor. He will inform the Clerk when it is up and running.

**7. Bollard opposite Co-op is leaning** – WCC to be asked to repair.

**8. Beechcroft** – Cllr. Spencer had met Ms. Holdsworth of Orbit, Heart of England about a) the ownership of the road – Orbit do not own it. Clerk had got confirmation that WCC own it. b) Garden/verge along the front of the wall – Orbit do not own it but are willing to plant it up and hand over to LIPC for future maintenance. Cllr. Spencer to ask Mr. Purser for suggestions for low maintenance planting. c) Tenancy criteria – there are no restrictions at present but Orbit and Stratford DC can create rules if there is a local need. Annual Parish Meeting produced no response but an item has been put in the Parish Diary to ask if there is a demand for local people to be allocated bungalows in Beechcroft.

## **Streetlights**

**1. New street lights** – PL2 at Bascote and the light opposite the Co-op have been replaced.

**2. Meeting with Mr. Yarwood, WCC** - to discuss options for future. Clerk to arrange a meeting asap. Cllr. Spencer and Clerk to attend.

**3. Extra lights for Green End and Leigh Crescent play areas** - to prevent vandalism, had been suggested. It was agreed to get a price for installation and discuss the idea with residents/police etc.

**4. Light at Thorn Way** - had been made safe by E.ON but would need replacing.

**5. PL5 Galanos** – resident had requested a shield to prevent light shining in his house – now adopted.

**6. E.ON** – Copy of survey to be obtained and forwarded to Mr. Brown (after meeting with WCC).

## **Open Spaces Working Party meeting 19<sup>th</sup> May 2010 – Notes**

**Present:** Cllrs. Williams & McNally, Mr. Purser, Mr. Round and the Clerk

**1. Grasscutting/path clearing** – Mr. Wheler of 83 Leigh Crescent(814116had reported to the Clerk that his wife had slipped on wet grass on the path (near No. 73) after the grass had been cut. She had hurt her knee and he had hurt his wrist trying to help her up. Water runs down from 83 to 73 where the grass collects and makes it slimy. The need to blow/sweep it away from path was discussed. The Clerk had spoken to the contractor who said he always swept any grass off the path but there was a problem with kids throwing cut grass about. Mr. Fincham had been asked to check the path after the recent cut. The Clerk was asked to write to Mr. Wheler.

**2. Bus shelter guttering needs repair** - it was agreed that the guttering was not necessary and the remaining sections could be removed.

**3. Pond seat** – it was agreed to place the seat in front of the Marsh House. Clerk has contacted Wendy Hawke about the location. Site meeting required to finalise position. Mrs. Milly Duckett had died recently and her family wanted to buy a seat – it was agreed to site it on the green between the noticeboard and the Tom Wright seats.

**4. Use of playing field** – it was agreed that all users should complete a booking form. Mr. Cadden to run a 2 day course at half term free of charge. Future policy re payment for pitch hire to be agreed by the new Council.  
Idea of improving facilities to last until a new pavilion is built by LILAC project.  
Two new doors were to be fitted soon and this would mean new keys. In future all keys were to be signed for and no extra keys were to be cut.  
A request for more skateboard facilities to be included in the project was received at the meeting.

**5. LILAC** – An AGM was held on 6<sup>th</sup> May. Russ Wheatley was elected as Chairman and the next meeting would be held on 26<sup>th</sup> May. The funds would now remain with the revived group. The dew pond might need clearing out.

**6. Pond overflow** – PC is responsible for repairs. Mr. Byrne had confirmed that a Section 50 Street Works Licence would be required if a connection was to be made to the main. He is happy to meet on site with plans to discuss the exact location of the mains. Clerk to arrange meeting. New flotation cubes(11) needed.

**7. Tollgate Cottage** – Ian Field – trees are hanging over garden/fence being damaged. MAC to remove.

**8. Practice goal** - for playing field needs to be installed. It was agreed to ask the football team to organise volunteers to do this or if not possible, to ask Mr. Ward for a quote to install.

**9. SM3 area around kissing gate** - gets very muddy when wet - needs hardcore/chippings laying. Agreed to leave until March. WCC will inspect.

## Information/updates on existing jobs

1. **Marton Road** - Sign "Gate this way". T & J to put up.

### 2. Footpaths

SM2 spur to Leamington Road – roots breaking up surface - WCC has said that some filling has been done but resurfacing is not a priority at present.

3. **Play area repairs. Site meetings would be useful for new councillors.**

#### Leigh Crescent

Safety surface under swings needs repair

SDC asked to replace fence.

EA informed of smell

Springer to be replaced - T & J to be asked (DW has springer) Allan key needed – star shaped with a centre hole – Mick Pails has it.

#### Short Lane Play area

Replacement of "springers" - Grant approved. Clerk to order.

Fence around green needs inspecting - T & J

Problem with footballs. Re-design green area? – Clerk to contact garden designer.

#### Green End

Doors for Pavilion - Mr. Ward has quoted £645 - accepted. Clerk has told him.

Slide to be checked/wood needed – SJ to contact supplier.

Mole problems - Mr. Jukes has finished area. More activity at end of football pitch.

Toilet Block ceiling – T & J are to repair. Paint once finished.

Toilet Block – new cisterns needed x2 – it was agreed to get a quote from Mr. Case.

### 4. Bins

New bin for Galanos – SDC will empty it if a need can be proved.

Bin at Blue Lias lay-by has been stolen £43.53

Bin at Chaters Orchard/SM2 needs replacing £43.53

Bin at Leigh Cres. Play area – top missing £128.36

All 5 bins had been put in Pavilion. We now have 2 spare. Possibly use one at Galanos if residents were prepared to empty it.

Green End – rubbish was being dumped from cars and a bin had been requested by Mr. Faulkner (811109). The area to be inspected.

### 5. Trees –

**5.1 LIFE project** – Mr. Purser has agreed to update the tree schedule before May. A site meeting at Leigh Crescent play area would be useful

**5.2 Tree Survey** – it was agreed to accept Mr. Shearsby's quote. Survey has started. Details forwarded to Mr. Purser.

**5.3 Trees at New field** – need clearing between them. T & J to trim.

**6. Security at new Field** – Cllr. Williams raised the possibility of trespassing by travellers and thought the adjoining landowner should be made aware of his vulnerability