

LONG ITCHINGTON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON WEDNESDAY 2nd MARCH 2011 AT 7.30 pm IN THE COMMUNITY CENTRE, STOCKTON ROAD, LONG ITCHINGTON

Present: David Cobley (Chairman)
Barbara Atkins
Richard Jackson
Ian Briggs
Adrian McNally
Frances Heales
Russell Wheatley

District & County Cllr: Robert Stevens

Parish Clerk: Sue Jack

Members of the public: 1

1. **Apologies accepted:** Councillor Charles (ill), Councillor Spencer (holiday).
2. **Questions from members of the public:**
 - 2.1 **Lilac Cottage, Bascote:** Mr. Stilwell, of Bascote Manor House, was concerned that the developer of Lilac Cottage, Bascote, had now added plastic windows to the list of items that had not been included in the original plans. The District Council was not keen to issue stop notices as an applicant could claim compensation if the work was subsequently given permission. Mr. Stilwell said that the whole building was in doubt now. It was agreed that a copy of the Council's response would be sent to Mr. Weeks, Head of Planning, along with photos of the original cottage, and a site meeting requested.
 - 2.2 **Barn adjoining Shepherd's Close:** Councillor Wheatley had spoken to Mr. Ashford, Environmental Health, who would be sending out log sheets for residents to complete, to provide evidence of the frequency and level of nuisance, so that action can be taken. The Clerk had spoken to Godfrey Payton, the agents for the landowner, and they were aware of the problem and were looking into it.
 - 2.3 **The Duck on the Pond:** the Clerk confirmed that no application had been made to extend the opening hours.
 - 2.4 **Bascote crossroads:** funds for safety improvement were awaiting final approval.
3. **Declaration of interests:** none.
4. **Minutes of the meeting held on 2nd February 2011**

Councillor McNally proposed that the minutes, having been circulated to all councillors prior to this meeting, were signed as a correct record. Councillor Briggs seconded this proposal and it was agreed.
5. **Neighbourhood Watch:**

Mr. Charles reported that there had been no further burglaries in the parish but the tap had been left running at the playing field and a stolen motor scooter had been left there. There had also been a scam carried out at the cashpoint at the Co-op where a card and cash were stolen.

Sarah Threlfall, the Southam Coordinator, was to arrange a meeting for interested people on 14th March. Councillor Wheatley agreed to attend.

Councillor Briggs reported that trial bikes were being ridden on the Sustrans footpath and a white van was regularly parked at the bottom of Snowford Hill on Sunday mornings. It was agreed to report this to the police and Sustrans.
6. **Report from District/County:**

Councillor Stevens reported that the District Council budget had been set and it had been decided not to impose car parking charges in Southam or charges for the collection of Wheelie bins in the District. It was possible that the public toilets in Southam would be closed.

District Area Committees were to be abolished.

Bids for highways projects could be made now for next year.

There was to be a major reorganisation of both the District and County Councils with a possible separation of the Fire Service from the County Council.

He said that he would be standing down as District Councillor in May and it was agreed to announce this in the Parish Diary.

7 Reports from committees:

7.1 Community Centre:

7.1.1 The lease had been reviewed and proposals would be put to the School Governors shortly.

7.1.2 The next capital project was being discussed.

7.1.3 The Spring Show would be held on 2nd April and any help would be appreciated.

7.1.4 The insulation project had been completed and only the windows needed to be done.

7.2 Communications

There had not been a meeting recently.

7.3 Emergency Planning

Watermark Project: a meeting was arranged for Saturday 5th March at 10am to scrutinise emergency procedures.

7.4 Finance

7.4.1 Monthly report: see attached.

7.4.2 Payments for approval: Councillor Briggs proposed that the accounts were approved and Councillor Atkins seconded the proposal. All agreed.

7.4.3 Community Centre insulation project: it was agreed to contribute £50 towards the cost of draught-proofing the windows, including the Parish Council office.

7.5 Street Lighting/Highways

7.5.1 Faulty lights to be reported: PL 4 Leamington Road was out.

The Clerk reported that the cost to shade lights, by painting the back, was £75 per unit. It was agreed that the Parish Council would not pay for this work.

The Clerk was asked to take up with EON the County objections to adopting lights.

7.5.2 Highways Working Party Meeting 14th February 2011: see notes attached.

7.5.3 HS2: it was agreed to wait for the results of the Parish Survey before deciding on a response to the public consultation, which had just begun and would run until 29th July. Information Roadshows would be held at the Graham Adams Centre in Southam on the 3rd and 4th June.

7.5.4 Horse box, Southam Road: the Chairman said he had been assured that it would be moved as soon as the insurance claim had been settled.

7.5.5 Dirty Street Furniture: The Clerk was asked to contact Highways regarding cleaning bollards and signs etc.

7.6 Playing Fields/Open Spaces

7.6.1 LILAC Project/car park: Councillor Wheatley reported that a meeting had been held on 23rd February. He had assisted Mr. Purser in marking out sites for the six elm trees which were to be planted using voluntary labour. The District Council had offered plants for a holly hedge along the southern boundary of the playing field and it was agreed to report this in the Parish Diary.

Funding for a jogging track had been applied for from Sport England but it was necessary for LILAC to put a Child Protection Policy in place before it could be considered. Councillor Atkins offered to help with this. Vision4Southam had made a grant of £2500 and it was possible that a further grant would be available from the Wildlife Fund. The Queen Elizabeth 11 Fields initiative was another possible source of funding but it might mean restrictions on the future use of the site.

The area between the memorial trees needed strimming and Councillor Briggs agreed to ask Mr. Hudson if he would be willing to do it.

Car park – it may be possible to put down a temporary surface once the drainage is finished.

Mr. Samra, the Head of Southam College, had been approached to ask if pupils could get involved in the project.

The next meeting was arranged for 4th April.

7.6.2 Open Spaces Working Party Meeting 14th February 2011: see notes attached.

7.6.3 Footpaths: 32 residents had volunteered to help with footpaths.

7.6.4 Field at Marton Road: the Chairman had been told that a sale to a local resident had been agreed.

- 7.6.5 **Dog fouling, Orchard Way:** it was agreed to put an item in the Parish Diary.
- 7.6.6 **Football pitch hire 2011/12 season:** it was agreed to write to all teams and ask their requirements for next season.
- 7.6.7 **Litter Bins:** At least two have been vandalised and may need replacing.
- 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:** problems with ice/mud on road. Mr. Byrne had been in discussion with Mr. Southcott of Cemex. The next Liaison Meeting date has yet to be agreed.
 - 7.7.3 **Housing:** the Clerk reported that a decision on the education contribution was awaited on a similar development in Stockton.
 - 7.7.4 **SDC Core Strategy Planning Workshops:** Friday 1/4/2011 Harbury Village Hall.
 - 7.7.5 **Enforcement matters:** no items.
 - 7.7.6 **Stratford Planning Meeting:** no items.
 - 7.7.7 **Planning Rota:**
 March – Councillors Atkins and Charles April – Councillors - Jackson and Wheatley

- 8. **Meetings attended/forthcoming meetings**
 - 8.1 **Community Forum meeting Wednesday 16th March at Ladbroke Village hall –** Councillor Wheatley and Mr. Charles to attend.
 - 8.2 **National Awareness Training Programme – Gypsies and Travellers 11th March at** Warwick University – Councillor Wheatley to attend.

9. **Correspondence for circulation:** no items.

10. **Other Items**

- 10.1 **Parish survey:** Councillor Atkins reported that there had been a response of 83%, made up of more households than the last survey and totalling 1456 people. 151 residents had volunteered to help with local organisations. The results had been reported on the website and an item would be put in the Parish Diary. It was agreed to inform WALC of this success and the Chairman said that the organisers were to be congratulated on this achievement.
- 10.2 **Annual Parish Meeting:** it was agreed to purchase a banner to fix to the pond railings to advertise the meetings.
- 10.3 **Annual Parish Dinner:** a Chairman’s allowance of £200 was agreed to pay for guests’ meals.

11. **Any other business – for information only**

- 11.1 **“Big Society” research project:** Councillor Briggs said that Dr. Philip Wightman was looking for 2 rural areas to look at and he had suggested that Long Itchington might be suitable.
- 11.2 **“Heroes Run” in aid of the Air Ambulance:** Councillors Heales and Wheatley said that they were intending to take part and asked if the Parish Council could sponsor them. The Clerk agreed to check if this was allowed.
- 11.3 **Song Itchington 2012:** Councillor Wheatley said that this event had been delayed until 2012 to enable more time for planning etc.

12. **Date of meetings all at 7.30 pm in the Community Centre, Stockton Road.**

6 th April 2011	4 th May 2011(Classroom)	1 st June 2011
6 th July 2011	7 th September 2011	5 th October 2011
2 nd November 2011	7 th December 2011	

The Chairman declared the meeting closed at 10.25 p.m.

Signed..... Date.....

Finance Report to end of February 2011 - Overview

The Full Year Forecast overspend is largely unchanged at £741. The year-to-date actuals now represent 11 months of the year and to understand how we expect to move from those to the year-end forecast out-turn is set out by cost centre below:

General Council

Income is forecast to increase by almost £1,000 reflecting the anticipated receipt of a grant of £995 towards the cost of the Village Survey.

Expenditure is forecast to increase by around £2,500 for the following reasons:

- Election costs £1,600
- Survey costs £995
- Audit fees £600
- Clerk's quarterly pension contribution £476
- Diary £200
- Unspecified projects £400
- Routine operating cost costs £600
- VAT reclaim (£500)
- Annual insurance pre-paid in February (£1,894)

Open Spaces

Income is forecast to increase by £3,300 with the contribution towards grass cutting costs (£2,650) and a grant towards the cost of goal posts (£675).

Costs are forecast to increase by £1,400 for the following reasons:

- Grass cutting for the new season £795
- Projects £750
- Wages and other running costs £590
- VAT Reclaim (£700)

Public Lighting

Income is forecast to increase by £1,100 with receipt of an insurance claim for a damaged street lamp.

Costs are forecast to increase by £600 reflecting a £2,500 provision towards upgrading street lights partly off-set by a VAT reclaim of £1,890.

Community Centre

Community Centre income is forecast to increase by \$1,000 from additional letting income.

Expenditure is forecast to increase by £3,200 for the following reasons:

- Window insulation project £1,976
- Electricity charges £756
- Wages and other running costs £1,100
- VAT Reclaim (£594)

MONTHLY FINANCE REPORT – FEBRUARY (Month 11)

(Per CJLS Model)

	Year to Date			Full Year		
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Forecast</u>	<u>Budget</u>	<u>Variance</u>
General Council						
Expenditure	£21,477	£22,513	£1,036	£24,122	£24,157	£35
Income	£24,085	£24,143	-£58	£25,100	£24,160	£940
Net	£2,608	£1,630	£978	£978	£3	£975
Open Spaces						
Expenditure	£21,898	£17,680	-£4,218	£23,332	£19,024	-£4,308
Income	£16,887	£14,940	£1,947	£20,212	£19,025	£1,187
Net	-£5,011	-£2,740	-£2,271	-£3,120	£1	-£3,121
Public Lighting						
Expenditure	£10,704	£8,667	-£2,037	£11,314	£9,000	-£2,314
Income	£11,048	£9,000	£2,048	£12,199	£9,000	£3,199
Net	£344	£333	£11	£885	£0	£885
Community Centre						
Expenditure	£11,827	£6,610	-£5,217	£15,071	£8,000	-£7,071
Income	£14,529	£7,500	£7,029	£15,587	£8,000	£7,587
Net	£2,702	£890	£1,812	£516	£0	£516
Total Council						
Expenditure	£65,906	£55,470	-£10,436	£73,839	£60,181	-£13,658
Income	£66,549	£55,583	£10,966	£73,098	£60,185	£12,913
Net	£643	£113	£530	-£741	£4	-£745

Highways Working Party meeting 14th February 2011 – notes

Present: Cllrs. Briggs, Jackson, McNally and Wheatley and the Clerk

Apologies: Cllr. Heales

1. Pot hole survey to be updated in March/April – Cllrs. Briggs and Cobley.

2. The verge and road opposite the pub - low priority according to Mr. Byrne.

Possibly remove tree to create a lay-by? Mrs. Whitehead has no objection.

Clerk to contact Mr. Burrows, WCC.

3. Cement dust/mud on A423/ice on road – Cemex are sending out the road sweeper twice a week and trying to find a path sweeper. They have tightened up their wheel washing procedures. Some damage has occurred to the footpath but Mr. Byrne, WCC, is sorting that out.

4. Speed reduction at Bascote Heath – Cllr. Stevens has obtained a grant of £16000 for safety works.

Already reported:

1. Gulleys – Wulfstan Drive and triangle by Buck and Bell – drains sinking – reported to Mr. Byrne.

2. “Gate” sign, Stonebridge Lane is missing – reported to Mr. Byrne.

3. 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. Clerk to chase.

4. New name signs:

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

5. Verge at Stockton Rd on left of Community Centre exit –Mrs. Fincham has been asked to trim.

6. The “Stratford District” sign is off its posts on A423 – reported to SDC.

7. Kenning Close sign – damage reported to SDC. Residents have repaired it.

Streetlights

1. Meeting with WCC - WCC have inspected and have taken over the newer lights at Russell Close, Galanos, Leather Street and Shepherd Close. The recently replaced lights at Odingsel Drive and Sabin Close do not meet WCC requirements. It was agreed to suggest that the criteria be reduced for quiet rural areas and to get a copy of the current criteria.

2. Light at Thorn Way – was made safe by E.ON and a new light has been ordered. Clerk has made a claim for reimbursement.

3. PL5 Galanos & PL? Bascote (Keytes Cottage) – residents have requested shields to prevent light shining in their houses. Clerk has asked E.ON check options.

4. Leamington Rd – E.ON to inspect again.

5. A423 Marton Road – street light leaning – report to WCC.

Open Spaces Working Party meeting 14th February 2011 – Notes

Present: Cllrs. Briggs, Jackson, McMally, Mr. Purser, Mr. Round and the Clerk

Apologies: Cllrs. Heales and Wheatley

1. LILAC/car park, Marton Road – Cllr. Wheatley to report. A planning application has been made for drainage work, the car park and the storage container. Stone is still needed for the car park surface. The Queen Elizabeth 11 Fields Challenge may be a new source of funding.

2. Field adj. new Field, Marton Road – up for sale – Clerk to note interest and obtain details.

3. Mower repairs/replacement – Chairman has authorised repairs to mower amounting to £465 (less £200 due to no claim for pitch maintenance in Jan/Feb).
PC needs to take an overview of use of playing field in future. Costs for level of use etc. need to be justified.

4. Noticeboard for Leigh Crescent – request from residents. Clerk to investigate the possibility of a grant to pay for the board.

5. Bus shelter guttering needs repair - it was agreed that the guttering was not necessary and the remaining sections could be removed. Mrs. Fincham had been asked.

6. Memorial seats – 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.

7. 73 Leigh Crescent – roses etc. hanging over path - Cllr. McNally has removed.

8. 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 was happy to meet on site with plans to discuss the exact location of the mains. Clerk to arrange meeting. New flotation cubes(11) needed.

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

10. Practice goal - for playing field - Mr. Ward and Mr. Pails have installed it. Clerk to claim grant.

11. Beechcroft – Cllr. Spencer had met Ms. Holdsworth of Orbit, Heart of England re 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. Mr. Purser has suggested Cotoneaster horizontalis. Possibly use volunteers to clear area.

12. “No parking” signs for Green x2 – Clerk has ordered.

13. Churchyard maintenance – MPGS have quoted £120 per cut. Too expensive for Church. Possibly get volunteers through the Arthur Rank Centre at Stoneleigh. (Gill Hopkinson).

14. Beer Festival – it was agreed that permission would not be granted for a fair to be placed on the green.

Information/updates on existing jobs

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

2. Footpaths - Footpath along side of cemetery needs strimming – Clerk has asked Mrs. Fincham.

3. Play area repairs.

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. Clerk to chase up.

Short Lane Play area

Replacement of "springers" - Grant may not be available – PC to pay if not.

Fence around green needs inspecting - T & J

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

Fence along road side needs posts screwing in – T & J to be asked.

Green End

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

Tractor – the Young Farmers had offered to paint it.

Mole problem – Contractor informed.

4. Bins

4.1 Chater's Orchard – Cllr. McNally has attached clips to pole.

4.2 Play area, Green End – bin missing – replace? Amount of litter to be monitored.

5. Trees

5.1 Trees at New field – need clearing between them. Possibly get volunteers.

5.2 Tree by Church/Manor Farm – branch needs lopping – Cllr. McNally to inspect.

5.3 Elm trees available – Parish Council has agreed to buy the trees at £33.84. Mr. Purser will arrange the planting.

5.4 Model Village – a complaint has been received about the state of the pavement and tree roots which are breaking it up. Tree to be inspected.

5.5 Tree Warden meeting - in village in July – Cllrs McNally and Wheatley to attend.

5.6 Tree work, Greens etc. – work to start in March.

5.7 Holly hedge at Green End – plants will be provided by Mr. Austin, SDC.

10/02488/ADV Charles Wells Ltd, The Duck on the Pond, The Green, Long Itchington

New signs

Objection due to signs not being in keeping with the Conservation Area. The signs on either side of the entrance would detract from the overall appearance of the area. Also objection to any form of illumination other than on the building.

Applicant offered to remove signs on either side of the entrance if the Parish Council removed its objection. This was agreed and notified to Stratford District Council on 26th January 2011.

10/02775/FUL Mr. J. Barnes, 3 Willow Grove, Marton Road, Long Itchington

Single storey rear extension to form garden room

Response by 8th February 2011

11/00049/TREE Long Itchington Parish Council

Tree works at Greens in accordance with tree survey.

Response by 8th February 2011

SDC/10CM023 Cemex UK Ltd, Southam Quarry, Long Itchington

To complete the restoration of Cell 3 at Southam Quarry with waste from Parkfield Road, Rugby.

Approved 18th January 2011 by Regulatory Committee of County Council.

11/00053/FUL Mr. & Mrs. Purser, Pear Tree Cottage, The Green, Long Itchington

Single storey rear extension

Response by 10th February 2011

11/00064/FUL Miss G. Paige, Lilac Cottage, Bascote

Amendment to approved scheme 09/01034/FUL to insert three dormer windows to the front roof slope.

Response by 11th February 2011

09/00873/OUT Dallas Burston Polo Grounds, Stoneythorpe

An amendment to relocate the farmhouse and barns on the western side of the site from a position adjacent to Ufton Wood to a position adjacent to the proposed Indoor Area and stable blocks.

Response by 10th February 2011