

Minutes

Name of Meeting	Ordinary Long Itchington Parish Council Meeting
Date, Time and Venue	Wednesday 4th March 2020 at 7.30pm in Long Itchington Community Centre
Meeting Chair	Cllr Barbara Atkins (BA) Chairman
Minute Taker	Mrs Helen Stewart (Clerk)
Attendees	Linda Clark (LC) Cllr Richard Jackson (RJ), Cllr Sally Shillitoe (SSa) Cllr Ian Briggs (IB), Cllr Jon Venn (JV) Cllr Safi Setchell (SSe) Cllr Louis Adam (LA) Cllr Bob Steven (BS) & 2 members of the public
Apologies	None

Public Forum:

Orchard Way Development

Agenda Number	Minutes	Action	Date for Completion
1.	Apologies None	No Action	
2.	Declarations of Interests There were no declarations of interest in any of the items listed on the agenda.	No Action	
3.	Minutes of previous Parish Council Meetings The minutes of the Ordinary Monthly Meeting held on 5th February 2020 were agreed by all and signed as a true and account by Cllr Atkins.	No Action	
4.	Actions from previous meeting minutes: - <ul style="list-style-type: none"> a. The Traffic Task & Finish Group will arrange a meeting. b. Since the last meeting with LIFC, the new contract for next season has been emailed to them along with an invitation to attend the APM but no response has been received. LIFC have been in contact with LA as a district Councillor. c. The APM timetable was agreed. d. The first police surgery in February was well attended. The next will take place on 11th April. 	IB, SSe & LA No Action No Action No Action	01/04/2020
5.	County & District Councillors' Reports Cllr Stevens shared a written report – there will be a page on the WCC website regarding the Coronavirus. LIPC will write to WCC regarding the money for A423. Cllr Louis Adam – has challenged the Green Bin charge but it will come into effect. Site Allocation Plan is still delayed.	No Action	
Requiring a Decision			
6a.	Documents and Policies The following documents were considered: - Document Retention Policy and Archive Policy which was accepted unanimously following a proposal SSa from which was seconded by JV. The Scheme of Delegation was withdrawn and will be considered at the April meeting.	No Action	

6b.	Documents and Policies All committees and working Groups were asked to review their Terms of Reference so they are freshly adopted for the new financial year.	All Committees and groups	06/05/2020
7.	Standing Orders Following a proposal from IB which was seconded by JV, the revised set of Standing Orders were adopted unanimously.	No Action	
8.	VE Day A discussion was held regarding the commemoration of the 75th Anniversary of VE Day. It was concluded that we would support the parishioners with their plans, liaising with Church and those concerned with War Memorial BA, IB, JV and SS to lead.	BA	
9.	Grants No grant applications submitted to the Parish Council this month.	No Action	
10.	Finance The payments list for March 2020 was agreed unanimously following a proposal from IB which was seconded by RJ. It was agreed at the finance meeting that a second signatory should be added to the online payments procedure. The insurance was looked at in detail at the Finance Meeting.	No Action	
Reports for Information			
11.	Committee Reports DOCUMENTS <ul style="list-style-type: none"> a. Communications – some issues with website provider. b. Community Centre –An application for Tesco Bags of Help was submitted and has been accepted, CCMC will receive at least £500. Review of caretaking arrangements taking place. c. Emergency Planning – Having had considerable rainfall during February with three named storms within three weeks. Cllrs Briggs and Venn monitored the situation regularly and we were as well prepared as we could have been for any problems. Cllrs Briggs, Atkins and Venn met and reviewed our overall monitoring processes. IB suggested some additional equipment purchases, notably wet weather clothing. d. Neighbourhood Planning Group – minutes of the meeting held on 12th February were received. The NP Group met with SDC on 28th February to discuss the BUAB. Councillors all need to read the Draft Neighbourhood Plan so they are familiar with it. Consultation will start around 25th April for six weeks. e. Open Spaces – Village Entrance flowers are being sorted by SSe. Large numbers of Canada Geese on the pond are being kept at bay with a remote-controlled boat. Two new nesting tubes have been placed on the pontoon to encourage more ducklings this year. Disabled access works to Green End has been completed. Thanks given to Cllr Clark. RJ had a meeting with Wicksteed today regarding the play 		

	<p>equipment in storage at Model Village. Next meeting on 18th March.</p> <p>f. HR – No issues or concerns other than review of CC caretaking arrangements.</p> <p>g. Lighting –A full list of lights from E.ON has been received. Quotes to replace all the lights in Bascote, a new light on Leamington Rd and low-level lighting in the car park have been requested but not yet received.</p> <p>h. Health and Safety – No update</p> <p>i. Housing Developments – Enforcement are looking at the agreed housing spec on Keepers Meadow as it appears that the housing mix is not being built according to planning permissions . SDC Enforcement and Legal officers meeting to discuss. SS and BA will meet with Jeremy Wright MP to discuss the issue generally.</p> <p>j. Neighbourhood Watch Group – No update from the group. The money assigned to the group within the budget will be reassigned to Police and Crime.</p> <p>k. HS2 – minutes of the last meeting circulated. Tony Munton will take over from Christopher Purser as lead on the working group. Business and Economy grant will be advertised in the Diary. HS2 Southam Meeting taking place on 5th March 2020.</p> <p>l. Planning – The Planning Committee has met once (17th Feb) since the last LIPC meeting on 5th February. They considered three applications and the detail is included in the circulated minutes. Next meeting on Monday 9th March 2020 at 10.30am</p>		
12.	<p>Correspondence</p> <p>a. Development at Orchard Way – Bristol York. It's usual practice for LIPC not to engage with developers until a planning application has been submitted. LA has visited the site with Eddie Wrench of SDC in his capacity as District Councillor. It was agreed to reply to Bristol York's email letting them know LIPC await the planning application.</p> <p>b. Public Pay Phone Consultation – BT. This has been shared with the public by email.</p>	Clerk	
13.	<p>Meetings & Training Events</p> <p>27th February 2020 – Severn Trent Funding – RJ and BA attended this event. There are pots of money available for the community groups.</p> <p>10th March 2020 – Clerk's Training (HS & LB)</p> <p>25th March 2020 – Community Forum (RJ)</p> <p>26th March 2020 – Engaging your Youth Community (RJ)</p> <p>1st April 2020 – Warwickshire County Council Consultation Day (BA & SS)</p>		
14.	<p>Any Other Business</p> <p>Climate Change Strategy – JV</p> <p>Beer Festival - IB</p>		

15.	Date of Next and Future Meetings: 1st April 2020 APM 25th April 2020		
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Meeting closed at 8.30pm

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